Training

Trainer: Sachiko Butler

Who is our trainer?

- Sachiko Butler
- Seasoned trainer and instructional designer
- Over 8 years of experience
- With CACI since November of 2003
- Has delivered training for training centers, post offices, NYC fire dept, UN, hospitals, dotcoms, pharmaceuticals, law firms, offices, banks and abroad
- Wrote and Delivered training on portal based collaboration systems, such as this one, for Goldman Sachs and Pfizer
- No military background or experience

Introductions

- Tell us your Name
- Job Function /Rank
- Give a little background
- What type of projects are you working on?
- Any previous portal or web browser experience?
- What do you want to gain from training?

What is SigWarNet?

http://signalswarfare.monmouth.army.mil

- Secure
- Unclassified
- Web-based
- Enterprise-level project and resource collaboration tool for the management of the Project Manager Signals Warfare portfolio of systems.
- Provides a centralized and customizable view of all aspects of contract information.
- Any time and Any place an Internet connection is available.
- Authorized **SigWarNet** personnel include: project managers, coordinators, customers, employees, subcontractors, and support staff.

What's Available in SigWarNet?

- Calendars & Schedules
- Tasking / Action Items
- SAR / SigActs
- Travel Itineraries
- Personnel Roster
- Help Desk Ticket System
- Announcements & News
- IPT Working Groups
- Document Collaboration
- Document Version Control
- Document Repository
- Keyword Searching
- Open Source Intelligence
- Information Assurance Docs

SigWarNet Training Highlights

Duration: 4 hours

- What is SigWarNet?
- Login/ Logout
- Password Protection/ Account Info
- Getting Around
- Announcements
- Personnel Roster, Teams and Groups
- Searching and Keywords
- Favorites
- Scheduling/Calendar
- Tasking/ Action Items
- Working with Folders and your Personal Folder
- Creating Sub-folders and Setting Access Privileges
- Uploading, Editing and Deleting Documents and Files
- Document Versions and Expiration
- Document Collaboration
- Creating & Uploading Zip Files
- Travel & Managing Itineraries
- Support

Login to SigWarNet:

- The SigWarNet logon screen is found at **http://signalswarfare.monmouth.army.mil**
- To login, click on the Member Login link, or the SigWarNet logo, and enter your userid and passwor

SIGWARNET Login/Logout - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History
Address http://signalswarfare.monmouth.army.mil/servlet/page?_pageid=65&_dad=portal30&_schema=PORTAL30
Go Links
PM Signals Warfare
Veritas Vigilia Victoria
SigWarNet
November 3, 2003
Member Login
Request Password Reset
Not a member?
Download Request Form
Welcome to SigWarNet
SigWarNet is a web-based, enterprise-level project and resource collaboration tool for the management of the Project Manager Signals Warfare portfolio of systems.
Department of Defense Security Warning
This official U.S. Government System is accredited for UNCLASSIFIED and authorized use only. Do not enter, process, store, transfer, or transmit classified or sensitive information above the level of this system. DOD networks may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security.
All information, including personal information, placed on or transmitted over this system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DOD system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action.
Use of this system constitutes consent to monitoring for all lawful purposes.
http://signalswarfare.monmouth.army.mil/pls/portal30/PORTAL30.wwsec_app_priv.login?p_request
Local intranet

Forgotten Password:

If you forget your password or userid, click on Request Password Reset to send an email to the SigWarNet Help-Desk.

New Users:

To request a user account, click on Download Request Form. Follow the directions to fill out and fax a completed form to PM SW Security for approval.

Change your Password:

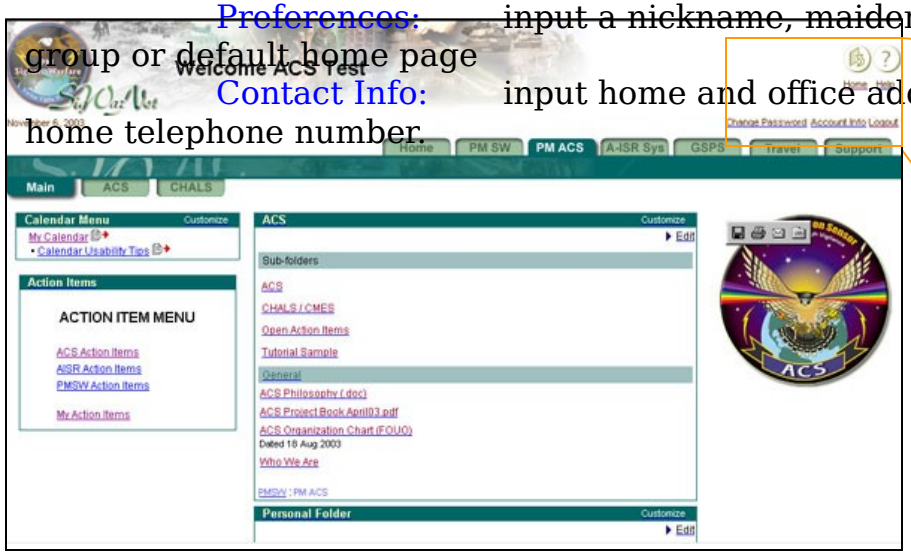
Change your password by clicking on the Change Password link in the top right corner of any SigWarNet tab view page. Please change your password the first time you login. Thereafter, you will be prompted to change your password quarterly. Please use a combination of at least 6 lower and upper case letters, numbers, and symbols to create your password or passphrase.

- An example of a good passphrase is: **R6MmeS+** e.g.: **R**ainy **6** (e.g. “Saturdays”) **M**ake **me S +** (e.g. “add”)
  which equates to: “*Rainy Saturdays make me sad*” It’s easy to remember a passphrase like this!!

Manage your Personal Info:

Modify your personal information using the **Account Info** link in the top right corner of any SigWarNet content page. Please go to this link after your first log in, and verify/update your information. Content areas include:

Main: change your name or email address, and/or add a picture of yourself to the database
Preferences: input a nickname, maiden name, date of birth, **DO NOT CHANGE** default group or default home page
Contact Info: input home and office addresses, and home telephone number.



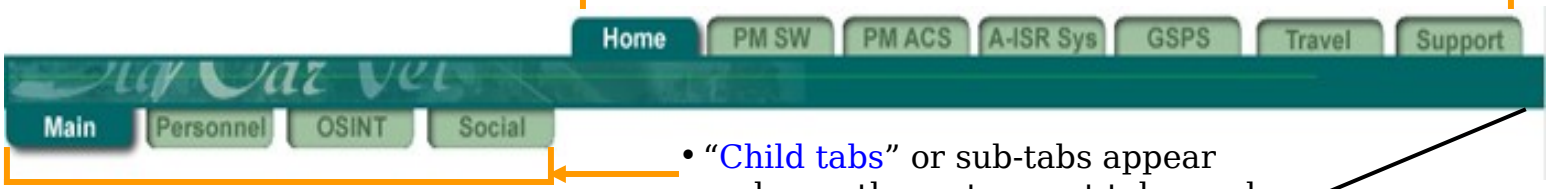
Portlet View (or Tab View):

The "Portlet View", also known as the "Tab View" is the primary interface used to view SigWarNet contents. Tabs and sub-tabs are used to navigate throughout the portal.

- "Portlets" are containers inside portals. SigWarNet portlets are indicated by either a solid or faded green **portlet header** bar with the portlet title in it.

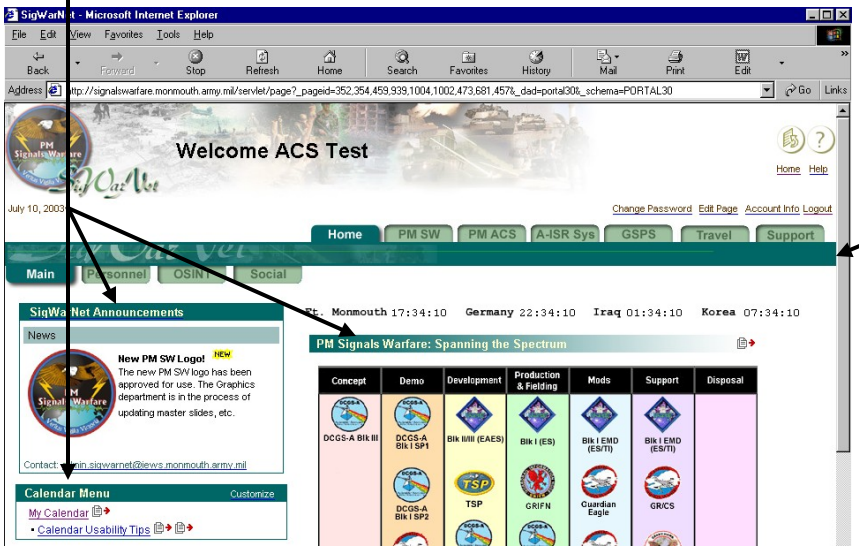
Portlets

- The upper row of tabs, or "parent tabs" are used to navigate primary content areas, including the PM Program areas, Travel, Support and Home.



- "Child tabs" or sub-tabs appear underneath most parent tabs, and are used to navigate within a particular content area. Some areas of the portal may have sub-sub tabs.

Tab Bar

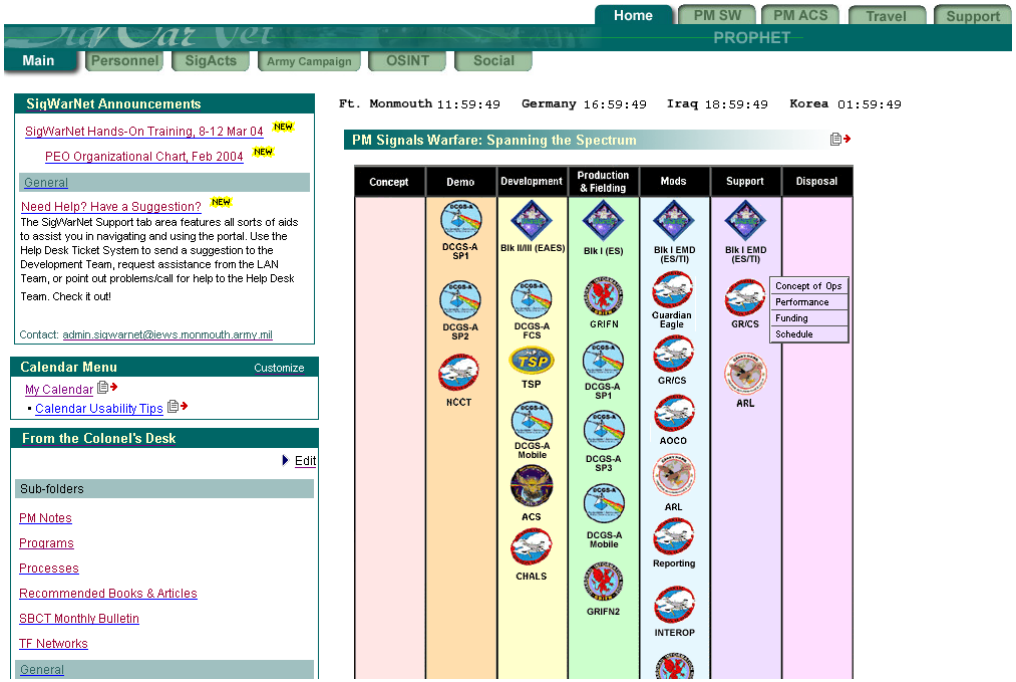


*(**Note:** The tabs each user sees on SigWarNet will vary, as each user's privileges and group memberships are different. This is true for both parent and child tabs. In the example on this page, the ACS Test user does not have access to view the PROPHET tab or any pages under it.)*

SigWarNet Tabs- Home

Main Portlets:

- World Times
- SigWarNet Announcements
- Calendar
- From the Colonel's Desk
- About Team Signals Warfare
- PM Signals Warfare: Spanning the Spectrum
- Show All PMSW Items Uploaded In:
- Search
- Saved Searches
- Add Favorites



Announcements

- Can be set to expire in a certain number of days
- You can add a text message as an announcement
- Or attach a file

To add an announcement:

1. Go to the Announcments portlet.
2. Enter the folder view.
3. In the folder view click Edit Folder.
4. Select Add Item.
5. Complete the Add Item Wizard.

SigWarNet Announcements
SigWarNet Hands-On Training, 8-12 Mar 04
General
Need Help? Have a Suggestion?
The SigWarNet Support tab area features all sorts of aids to assist you in navigating and using the portal. Use the Help Desk Ticket System to send a suggestion to the Development Team, request assistance from the LAN Team, or point out problems/call for help to the Help Desk Team. Check it out!
Items awaiting approval
Manager Approval Description
NEW
Document explaining the manager approval feature.
Contact: admin.sigwarnet@iews.monmouth.army.mil

Most likely, after you ADD an ITEM it will be listed in the ***Items awaiting approval*** region of the portlet.
While it is there it is only visible to:
1) YOU
2) CONTENT AREA MANAGER
Your content area manager must approve the item before it becomes visible to others.

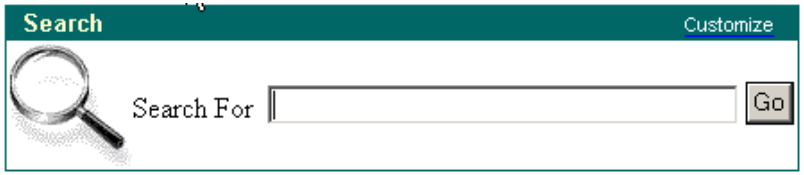
Show All Items Uploaded in:

- Basically saved search links
- Last 24 Hours
- Last 7 Days
- Last 30 Days

Click the links to run the search.

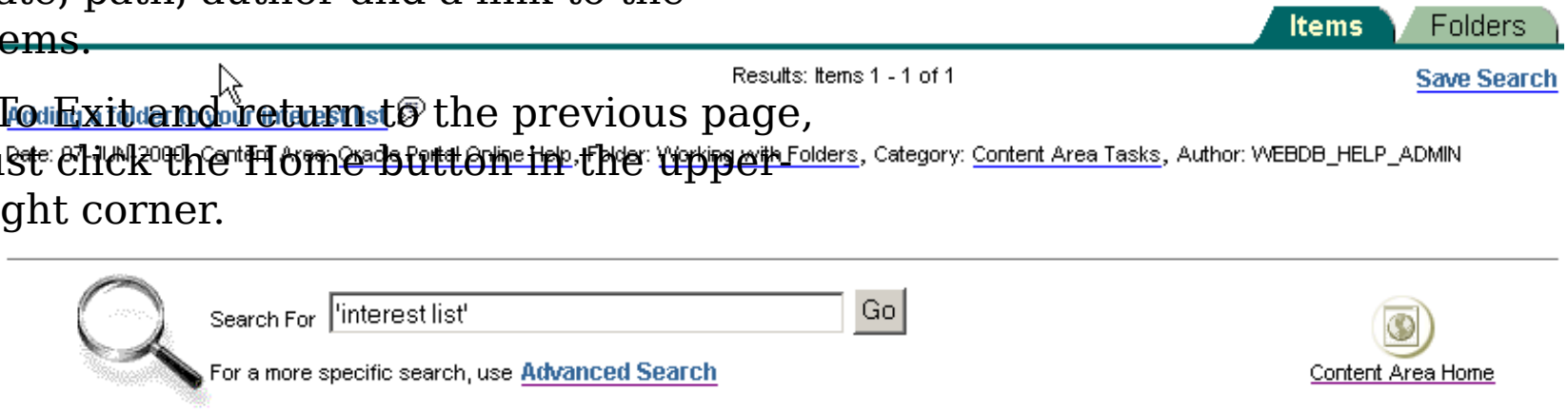
Search

•Type your keyword or words into the Search For field and click Go or hit Enter on your keyboard.



•If you want to search an entire phrase, place them in single quotes like this: ‘interest list’

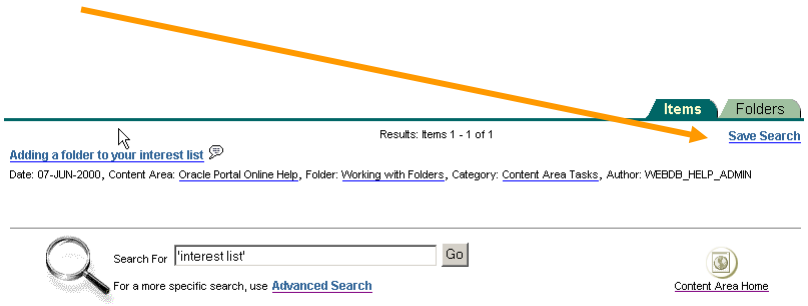
•Your results will display in a separate window with the number of items found, date, path, author and a link to the items.


Items
Folders
Results: Items 1 - 1 of 1
Save Search
Date: 07-JUN-2005, Content Area: Oracle Portal Online Help, Folder: Working with Folders, Category: Content Area Tasks, Author: WEBDB_HELP_ADMIN
Search For
'interest list'
Go
For a more specific search, use Advanced Search
Content Area Home

•To Exit and return to the previous page, just click the Home button in the upper-right corner.

Saved Searches

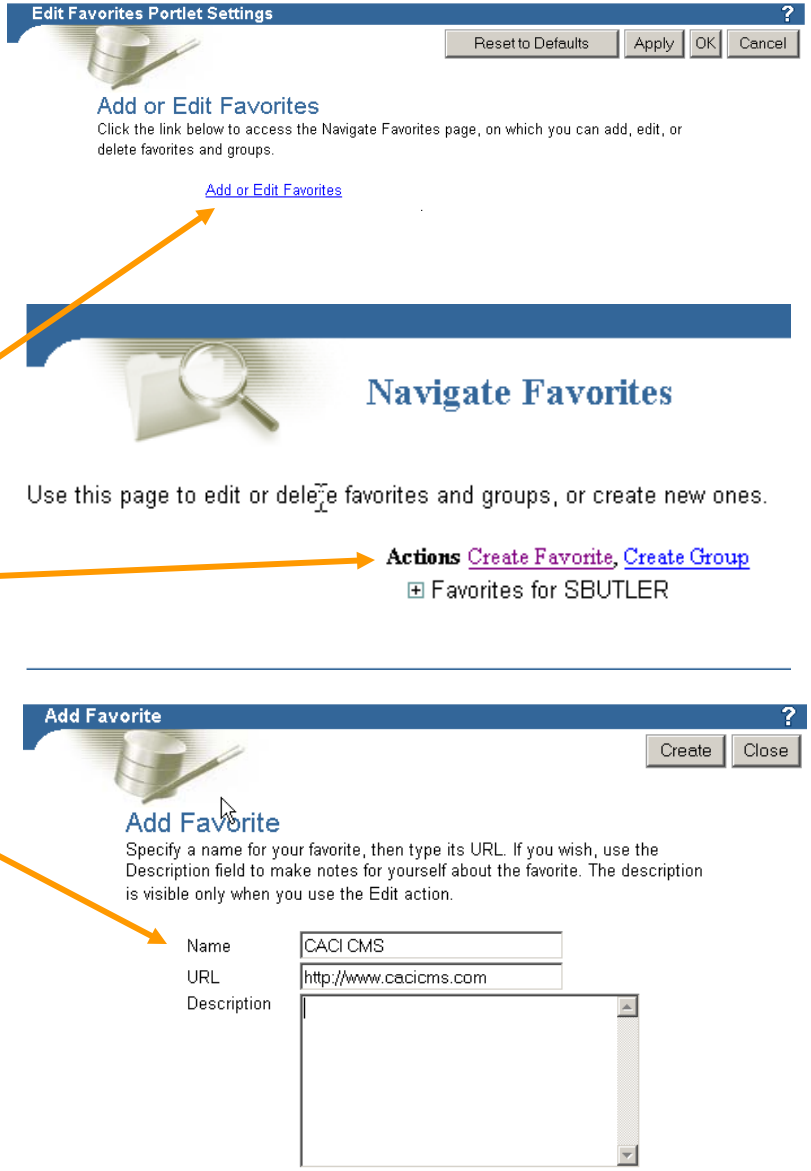
- Click Save Search in the Search Results page to save this search
- Name your search


Items
Folders
Results: Items 1 - 1 of 1
Save Search
Adding a folder to your interest list
Date: 07-JUN-2000, Content Area: Oracle Portal Online Help, Folder: Working with Folders, Category: Content Area Tasks, Author: WEBDB_HELP_ADMIN
Search For
'interest list'
Go
For a more specific search, use Advanced Search
Content Area Home

- Your Saved Search will appear in the Saved Searches portlet
- You can run the search anytime by clicking the link.

Add Favorites

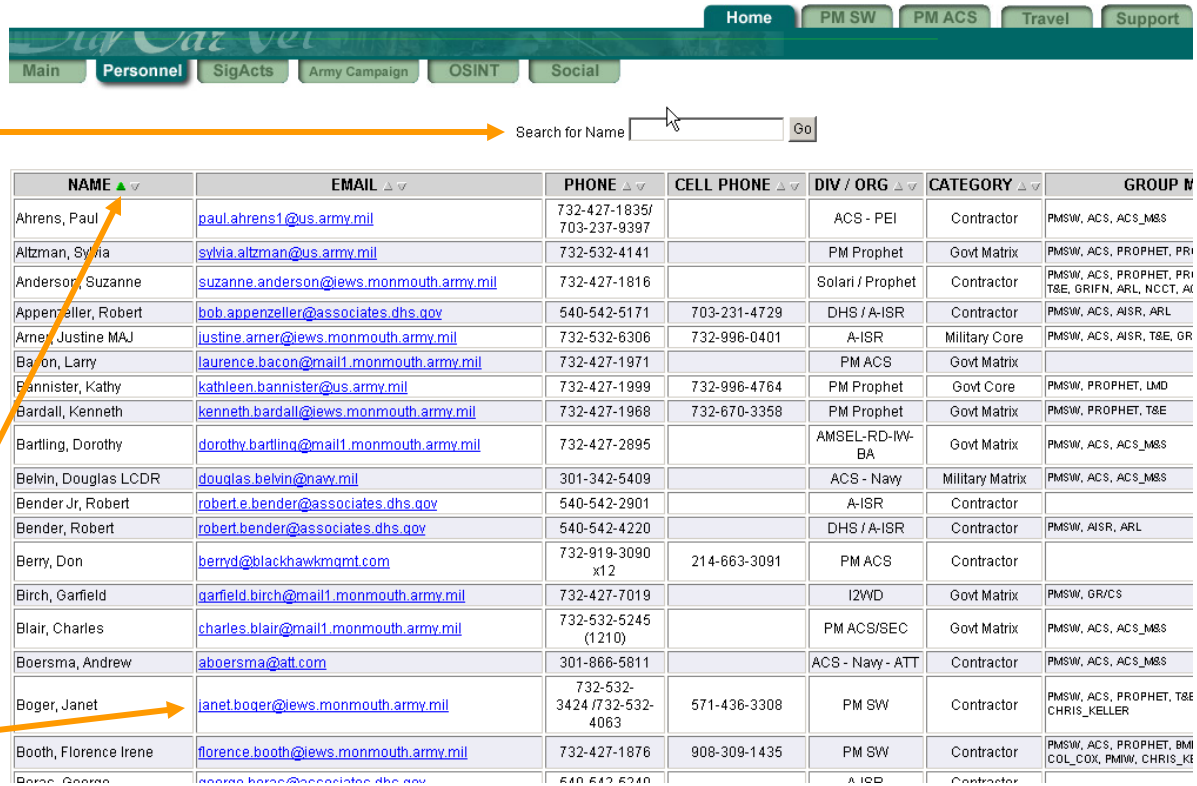
- In the Favorites portlet click Customize.
- Click Add or Edit Favorites.
- Click Create Favorite.
- Enter the display Name, the URL (web address), and Description of the favorite.
- Click the ***Create*** button.
- Another way to create a favorite is through the folder view. Use the icon in the upper-right corner that is Add folder to my Interest list.


Edit Favorites Portlet Settings
Reset to Defaults
Apply
OK
Cancel
Add or Edit Favorites
Click the link below to access the Navigate Favorites page, on which you can add, edit, or delete favorites and groups.
Add or Edit Favorites
Navigate Favorites
Use this page to edit or delete favorites and groups, or create new ones.
Actions Create Favorite, Create Group
Favorites for SBUTLER
Add Favorite
Create
Close
Add Favorite
Specify a name for your favorite, then type its URL. If you wish, use the Description field to make notes for yourself about the favorite. The description is visible only when you use the Edit action.
Name
CACI CMS
URL
http://www.cacicms.com
Description

SigWarNet Tabs- Home.. Personnel

Personnel:

- Search for Name- Enter the name of the person you want to find and click Go.
- Remove Filter- Once you have located that person and you want to return to the Personnel list, just click the Remove Filter Go Filter button.
- Group Membership- You can see what SigWarNet Groups the person has membership to.
- Sort- To sort in ascending or descending order just click the arrow buttons on the headers.
- Email- you can email a person from the personnel list by just clicking their email link.
- Print- click the printer icon to send this view to the printer.



NAME	EMAIL	PHONE	CELL PHONE	DIV / ORG	CATEGORY	GROUP M
Ahrens, Paul	paul.ahrens1@us.army.mil	732-427-1835/ 703-237-9397		ACS - PEI	Contractor	PMSW, ACS, ACS_M&S
Altzman, Sylvia	sylvia.altzman@us.army.mil	732-532-4141		PM Prophet	Govt Matrix	PMSW, ACS, PROPHET, PR
Anderson, Suzanne	suzanne.anderson@iews.monmouth.army.mil	732-427-1816		Solari / Prophet	Contractor	PMSW, ACS, PROPHET, PR T&E, GRIFN, ARL, NCCT, A
Appenzeller, Robert	bob.appenzeller@associates.dhs.gov	540-542-5171	703-231-4729	DHS / A-ISR	Contractor	PMSW, ACS, AISR, ARL
Arner, Justine MAJ	justine.arner@iews.monmouth.army.mil	732-532-6306	732-996-0401	A-ISR	Military Core	PMSW, ACS, AISR, T&E, GR
Bacon, Larry	laurence.bacon@mail1.monmouth.army.mil	732-427-1971		PM ACS	Govt Matrix	
Bannister, Kathy	kathleen.bannister@us.army.mil	732-427-1999	732-996-4764	PM Prophet	Govt Core	PMSW, PROPHET, LMD
Bardall, Kenneth	kenneth.bardall@iews.monmouth.army.mil	732-427-1968	732-670-3358	PM Prophet	Govt Matrix	PMSW, PROPHET, T&E
Bartling, Dorothy	dorothy.bartling@mail1.monmouth.army.mil	732-427-2895		AMSEL-RD-IW-BA	Govt Matrix	PMSW, ACS, ACS_M&S
Belvin, Douglas LCDR	douglas.belvin@navy.mil	301-342-5409		ACS - Navy	Military Matrix	PMSW, ACS, ACS_M&S
Bender Jr, Robert	robert.e.bender@associates.dhs.gov	540-542-2901		A-ISR	Contractor	
Bender, Robert	robert.bender@associates.dhs.gov	540-542-4220		DHS / A-ISR	Contractor	PMSW, AISR, ARL
Berry, Don	berryd@blackhawkmgmt.com	732-919-3090 x12	214-663-3091	PM ACS	Contractor	
Birch, Garfield	garfield.birch@mail1.monmouth.army.mil	732-427-7019		I2WD	Govt Matrix	PMSW, GR/CS
Blair, Charles	charles.blair@mail1.monmouth.army.mil	732-532-5245 (1210)		PM ACS/SEC	Govt Matrix	PMSW, ACS, ACS_M&S
Boersma, Andrew	aboersma@att.com	301-866-5811		ACS - Navy - ATT	Contractor	PMSW, ACS, ACS_M&S
Boger, Janet	janet.boger@iews.monmouth.army.mil	732-532-3424 /732-532-4063	571-436-3308	PM SW	Contractor	PMSW, ACS, PROPHET, T&E CHRIS_KELLER
Booth, Florence Irene	florence.booth@iews.monmouth.army.mil	732-427-1876	908-309-1435	PM SW	Contractor	PMSW, ACS, PROPHET, BM COL_COX, PMIW, CHRIS_KE
Boras, George	george.boras@associates.dhs.gov	540-542-5240		A-ISR	Contractor	

Other Tabs under Home:

- **SigActs**
- **Army Campaign**
- **OSINT**
- **Social**

SigWarNet GroupTabs- PMSW

Admin

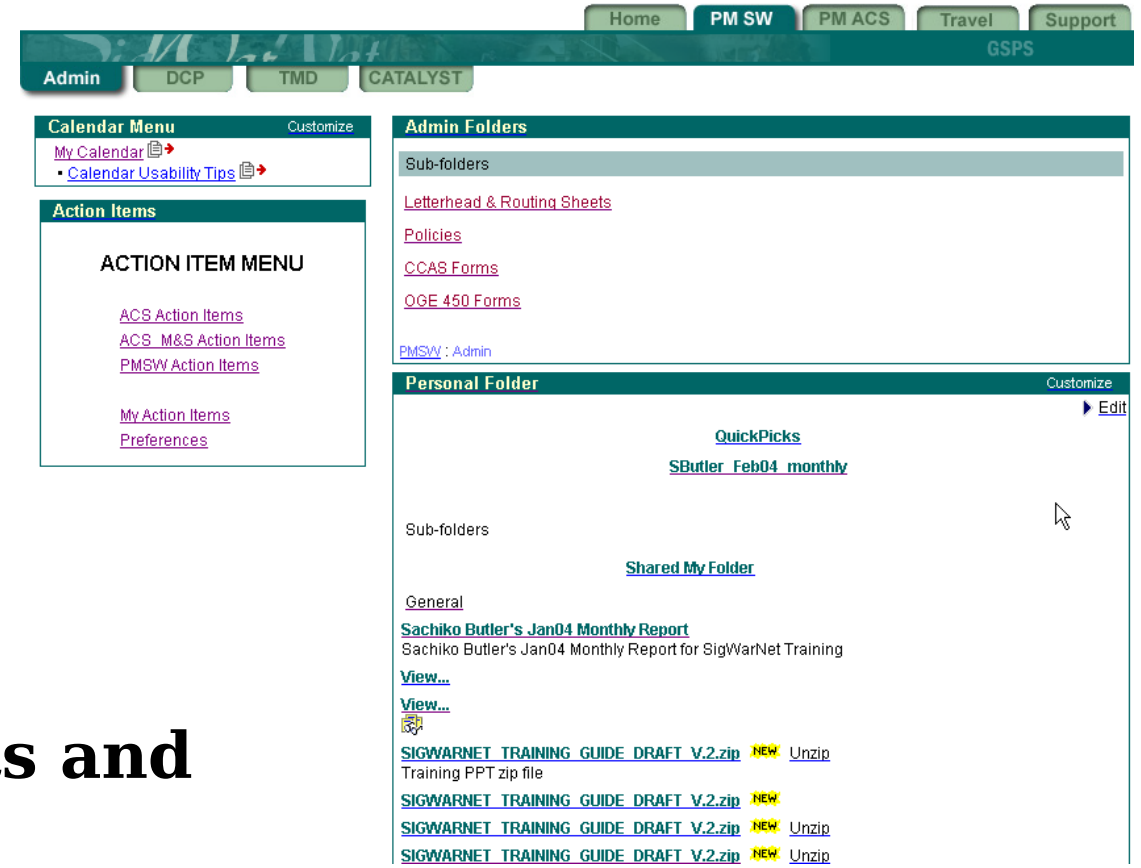
Portlets:

- Calendar
- Action Items
- Admin Folders
- Personal Folder
- Basic Search

DCP

TMD

CATALYST



Note: The portlets and tabs can change.

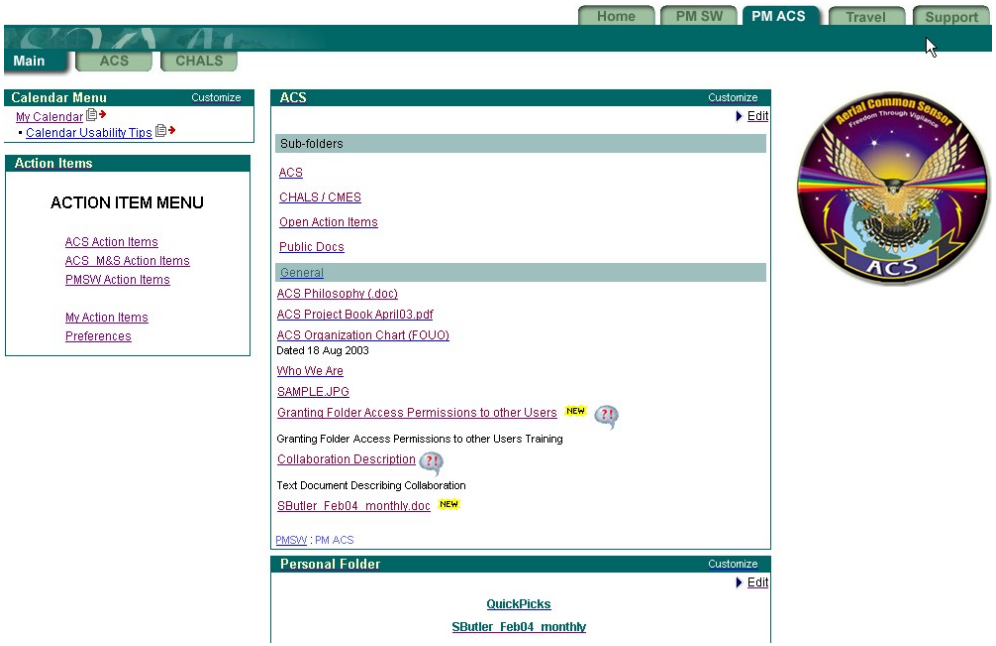
SigWarNet GroupTabs- PM ACS

Main Portlets:

- Calendar
- Action Items
- ACS Folders
- Personal Folder
- New ACS Items

Uploaded In:

- Basic Search
- Saved Searches

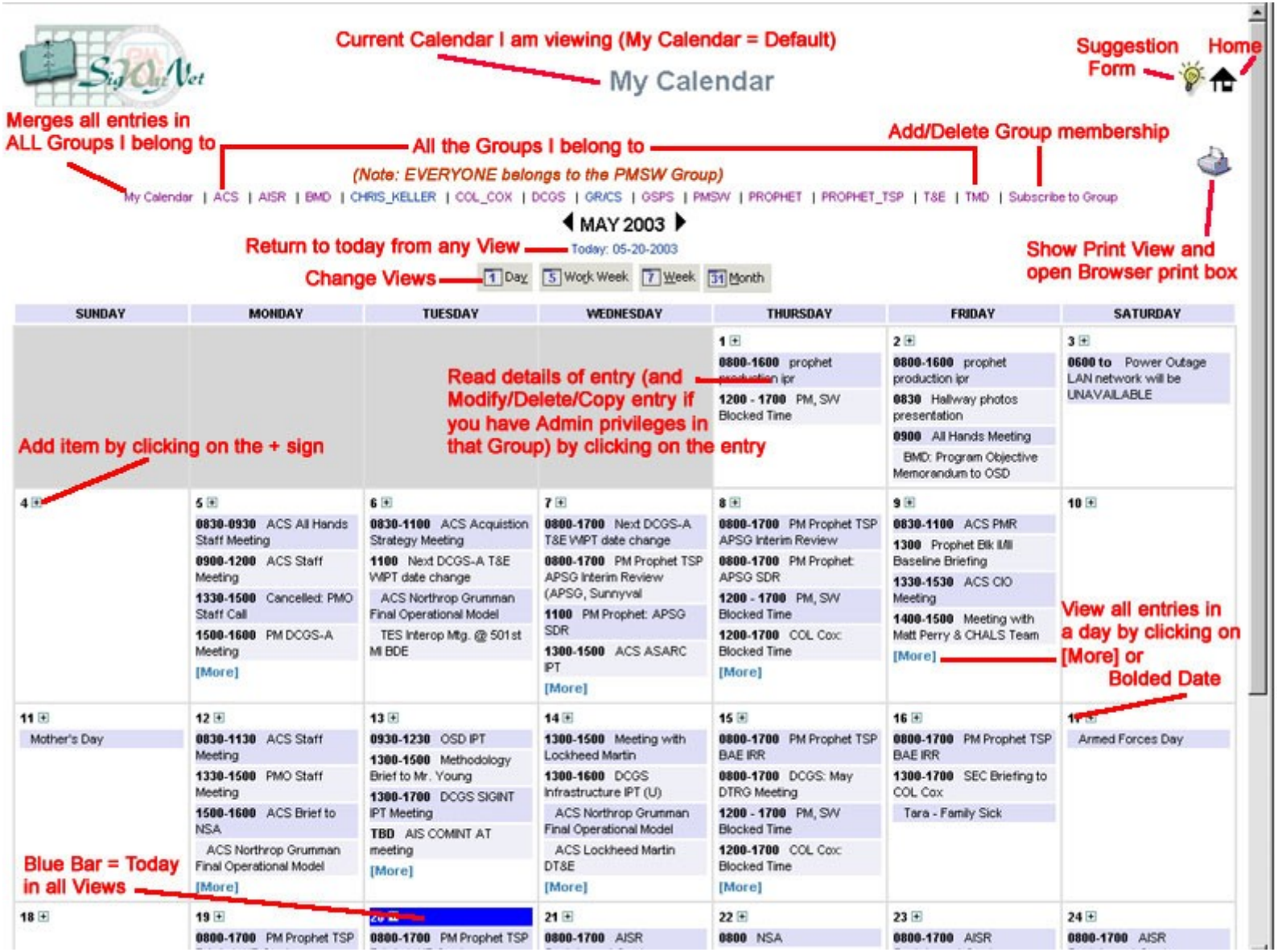


ACS

CHALS

Note: The portlets and tabs can change.

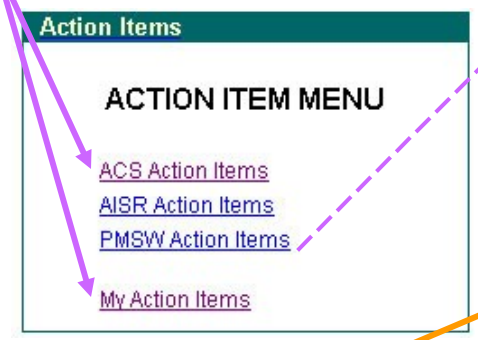
SigWarNet Calendar Features:

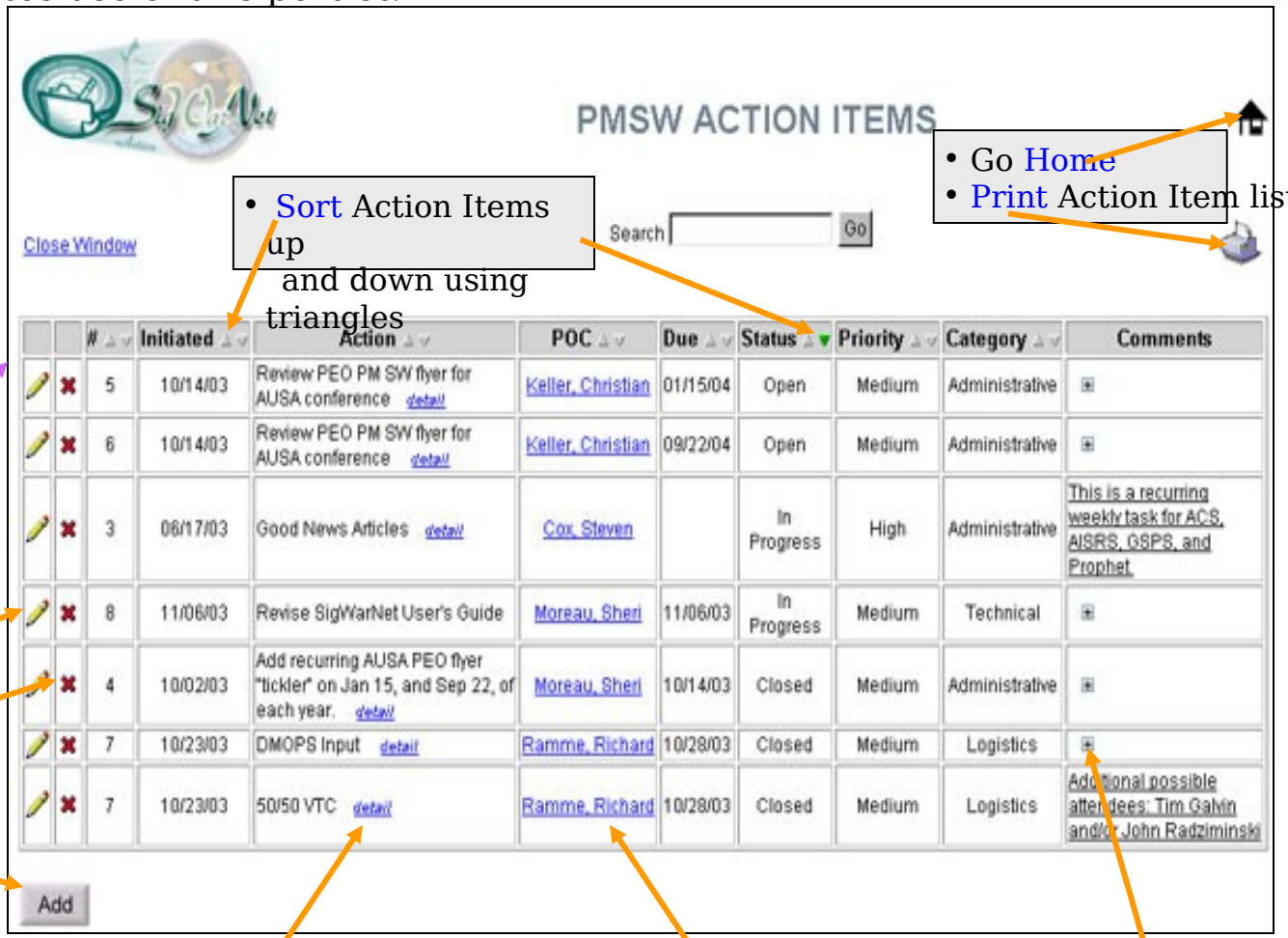

Current Calendar I am viewing (My Calendar = Default)
My Calendar
Suggestion Form
Home
Merges all entries in ALL Groups I belong to
All the Groups I belong to
(Note: EVERYONE belongs to the PMSW Group)
Add/Delete Group membership
My Calendar | ACS | AISR | BMD | CHRIS_KELLER | COL_COX | DCGS | GRICS | GSPS | PMSW | PROPHET | PROPHET_TSP | T&E | TMD | Subscribe to Group
MAY 2003
Return to today from any View
Today: 05-20-2003
Change Views
1 Day | 5 Work Week | 7 Week | 31 Month
Show Print View and open Browser print box
SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY
Read details of entry (and Modify/Delete/Copy entry if you have Admin privileges in that Group) by clicking on the entry
Add item by clicking on the + sign
1
0800-1600 prophet production ipr
1200 - 1700 PM, SW Blocked Time
2
0800-1600 prophet production ipr
0830 Hallway photos presentation
0900 All Hands Meeting
BMD: Program Objective Memorandum to OSD
3
0600 to Power Outage LAN network will be UNAVAILABLE
4
5
0830-0930 ACS All Hands Staff Meeting
0900-1200 ACS Staff Meeting
1330-1500 Cancelled: PMO Staff Call
1500-1600 PM DCGS-A Meeting
[More]
6
0830-1100 ACS Acquistion Strategy Meeting
1100 Next DCGS-A T&E WPT date change
ACS Northrop Grumman Final Operational Model
TES Interop Mtg. @ 501st MI BDE
7
0800-1700 Next DCGS-A T&E WPT date change
0800-1700 PM Prophet TSP APSG Interim Review (APSG, Sunnyval
1100 PM Prophet: APSG SDR
1300-1500 ACS ASARC IPT
[More]
8
0800-1700 PM Prophet TSP APSG Interim Review
0800-1700 PM Prophet: APSG SDR
1200 - 1700 PM, SW Blocked Time
1200-1700 COL Cox Blocked Time
[More]
9
0830-1100 ACS PMR
1300 Prophet Blk II/III Baseline Briefing
1330-1530 ACS CIO Meeting
1400-1500 Meeting with Matt Perry & CHALS Team
[More]
10
View all entries in a day by clicking on [More] or Bolded Date
11
Mother's Day
12
0830-1130 ACS Staff Meeting
1330-1500 PMO Staff Meeting
1500-1600 ACS Brief to NSA
ACS Northrop Grumman Final Operational Model
[More]
13
0930-1230 OSD IPT
1300-1500 Methodology Brief to Mr. Young
1300-1700 DCGS SIGINT IPT Meeting
TBD AIS COMINT AT meeting
[More]
14
1300-1500 Meeting with Lockheed Martin
1300-1600 DCGS Infrastructure IPT (U)
ACS Northrop Grumman Final Operational Model
ACS Lockheed Martin DT&E
[More]
15
0800-1700 PM Prophet TSP BAE IRR
0800-1700 DCGS: May DTRG Meeting
1200 - 1700 PM, SW Blocked Time
1200-1700 COL Cox Blocked Time
[More]
16
0800-1700 PM Prophet TSP BAE IRR
1300-1700 SEC Briefing to COL Cox
Tara - Family Sick
17
Armed Forces Day
Blue Bar = Today in all Views
18
19
0800-1700 PM Prophet TSP
20
0800-1700 PM Prophet TSP
21
0800-1700 AISR
22
0800 NSA
23
0800-1700 AISR
24
0800-1700 AISR

Action Items:

The Action Items portlet (found under every Program Tab) is used to assign and track action items. A brief tutorial is available under the Support Tab which demonstrates use of this portlet.

Click on any Action Items link to bring up the Group items you are interested in, or click on My Action Items to view/update any tasks assigned to you.




PMSW ACTION ITEMS
Close Window
Search
Go
Initiated Action POC Due Status Priority Category Comments
5 10/14/03 Review PEO PM SW flyer for AUSA conference detail Keller, Christian 01/15/04 Open Medium Administrative
6 10/14/03 Review PEO PM SW flyer for AUSA conference detail Keller, Christian 09/22/04 Open Medium Administrative
3 06/17/03 Good News Articles detail Cox, Steven In Progress High Administrative This is a recurring weekly task for ACS, AISRS, GSPS, and Prophet
8 11/06/03 Revise SigWarNet User's Guide Moreau, Sheri 11/06/03 In Progress Medium Technical
4 10/02/03 Add recurring AUSA PEO flyer "tickler" on Jan 15, and Sep 22, of each year. detail Moreau, Sheri 10/14/03 Closed Medium Administrative
7 10/23/03 DMOPS Input detail Ramme, Richard 10/28/03 Closed Medium Logistics
7 10/23/03 50/50 VTC detail Ramme, Richard 10/28/03 Closed Medium Logistics Additional possible attendees: Tim Galvin and/or John Radziminski
Add

• Sort Action Items up and down using triangles

• Go Home
• Print Action Item list

• Modify or Delete Action Items
• Add a new Action Item
*(**Note**: These options are not visible if you do not have permission to make changes to AIs in this Group.)*

• Read Details of Action Item

• Send Email to POC

• Read/Add Comments

Group Folder

Folder Actions

- Edit/View
- Add Item
- Create Sub-Folder
- Folder Properties/ Access Control List
- Item Bulk Action

•Icons-Mouse Over to view Icon Action
•Folder Path
•Add to Interest List = Favorites
•Create, Upload & Unzip a Zip File
•Version Control
•Document Collaboration

Personal Folder

- All content areas consist of folders, each of which holds the folder's contents or collection of related items
- Personal Folder can only be viewed by the owner- No one but you can view items
- Good for working from home or on the road
- Can use as a staging area
- Can use as a temporary container for files

Folders View:

The Folders View allows you to move easily between folders, and to perform advanced actions. Folders contain sub-folders and/or various file types. Most people have their web browsers set to display hyperlinks as underlined. Even if you don't, however, if you move your mouse cursor arrow over a **portlet header** and it turns into a hand icon, you know it is a clickable link to go into the Folders View. From the Folders View you can browse through all of the folders that you

gWarNet.

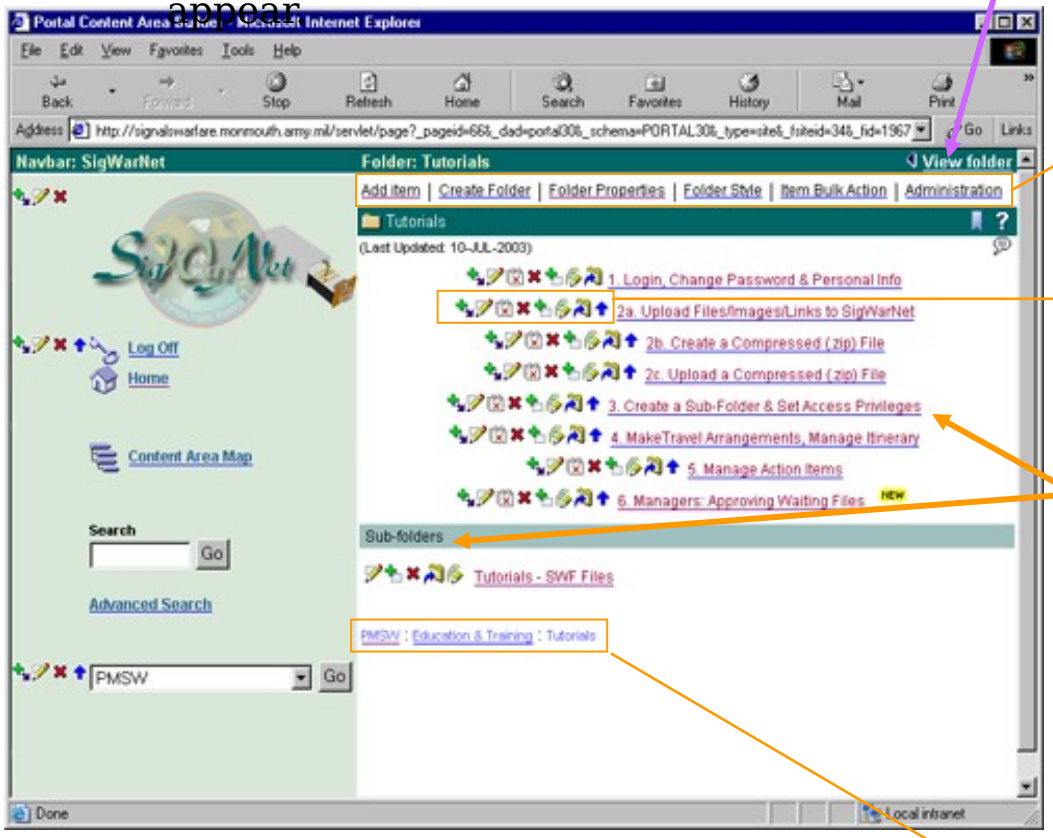
Click on the Folder name in the **Portlet Header** to access the Folders View.

Tutorials
1. Logon & Change Password Tutorial
2a. Upload Files/Images/Links to SigWarNet
2b. Create a Compressed (.zip) File
2c. Upload a Compressed (.zip) File
3. Create a Sub-Folder & Set Access Privileges
4. MakeTravel Arrangements, Manage Itinerary
5. Manage Action Items
6. Managers: Approving Waiting Files

- The left navigation column in the Folders View features:
  - A Log Off link.
  - A Home button to take you back to the SigWarNet **Content/Tab View**.
  - A Content Area Map to all SigWarNet Content Areas & Folders.
  - A Search box and a link to Advanced Search for finding files.
  - A Drop-down Menu which allows you to Jump between top-level folders.

Manage/Edit Features in Folders View:

Manage folder items and properties by clicking on the Edit/View Folder toggle link. Notice all the new control links and icons that appear.



- When the View Folder toggle link appears, so will a row of folder I

  Add item | Create Folder | Folder Properties | Folder Style | Item Bulk Action | Administration

- File management icons will also appear next to individual files over each icon to see the associated action.

  *(**Note:** You may not have full modify privileges on some folders, thus the icons on your page may appear a little different from the screenshot at left.)*

- Announcement files in a folder are shown as links at the top of the screen, while files in the General or any additional Sub-folders will appear below. Click on any filename or sub-folder to open it up.

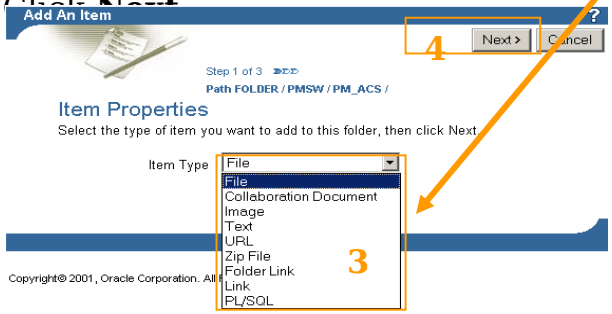
- The path of the current folder you are in will **always** be shown in blue at the bottom of the folder. Clicking on the und PMSW : Education & Training : Tutorials the folder's path. In this example, we are in the sub-folder Tutorials, which is contained in the top-level folder Education &

Uploading, Editing and Deleting Documents and Files

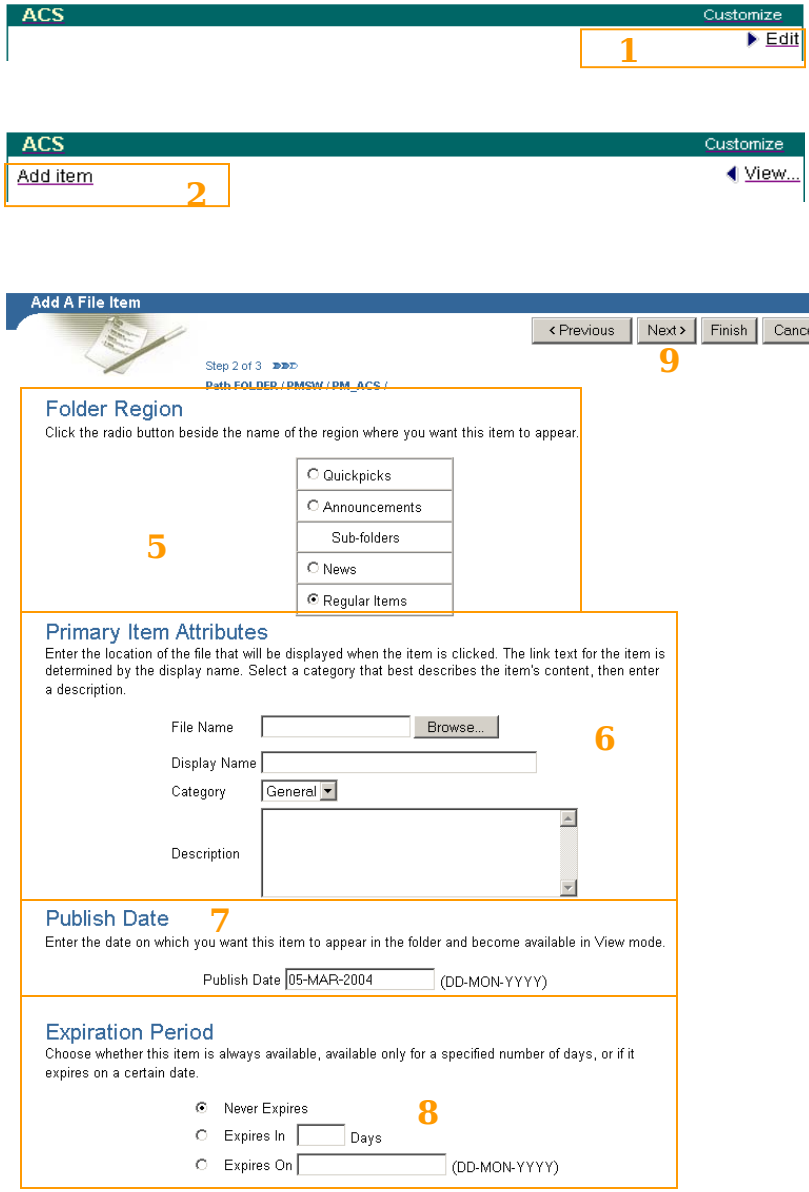
- Migrate files from J: drive onto SigWarNet
- Can work on files outside of Fort Monmouth at home, on the road, anywhere in the world
- In some areas it will appear under items awaiting approval until it receives manager approval
- Display name and descriptions are used in keyword searches

Add Items Wizard

1. Click on the **Edit** link to switch to Edit view.
2. Click **Add item**.
3. Select the **Item Type**. The most common choices are: **File**, if you want to add a document (doc, xls, ppt). If you want to add a text message choose **Text**. You can also choose **Collaboration Document** which is like adding a file, but with the added collaboration features.
4. Click **Next**.



5. Select the **Folder Region**. Usually Regular Items.
6. Under **Primary Item Attributes** select the **File Name** by clicking **Browse**. Enter the **Display Name** (this is the name as it will appear to others). Add a document **Description** to aid keyword searching.
7. The **Publish Date** will automatically populate with the current date. However, you can change the date to make the document visible in SigWarNet on a set date.
8. **Expiration Period**. By default the item will never expire. You can set it to expire in a set number of days (good for news and announcements) or to expire on a specific date.
9. Click **Next**.

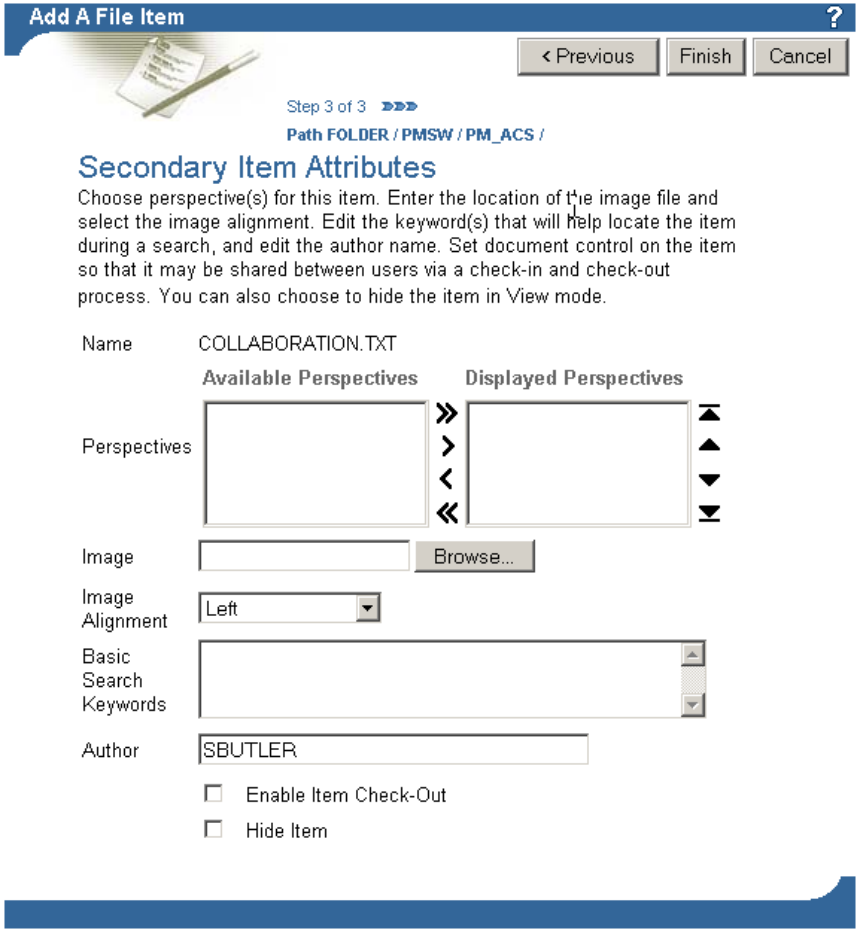


Add Items Wizard- Part 2

It is not necessary to enter Secondary Item Attributes to add an item.
However, if you would like to add additional **Basic Search Keywords** you may do so here.

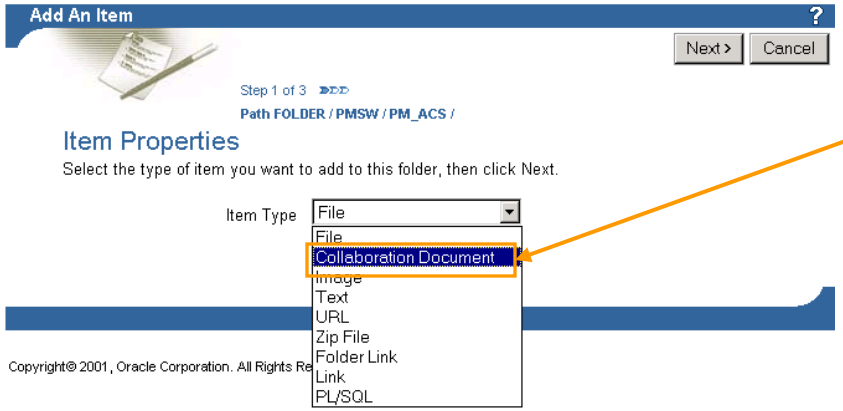
You can **Enable Item Check-Out** in this screen. Select this to give end users the ability check-out the item before editing it, thus preventing other users from simultaneously attempting to delete, edit, or move the same item.
Note: When an item is enabled for check-out, users click the check-out icon to check the item out, then click the check-in icon to check the item back in when they have finished editing it.

You can also **Hide Item**.
Select to hide this item in View mode.
Note: Even when an item is hidden, it is still visible to authorized users in Edit mode so that it can be edited or deleted.

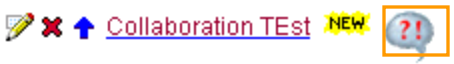

Add A File Item
< Previous
Finish
Cancel
Step 3 of 3
Path FOLDER / PMSW / PM_ACS /
Secondary Item Attributes
Choose perspective(s) for this item. Enter the location of the image file and select the image alignment. Edit the keyword(s) that will help locate the item during a search, and edit the author name. Set document control on the item so that it may be shared between users via a check-in and check-out process. You can also choose to hide the item in View mode.
Name
COLLABORATION.TXT
Available Perspectives
Displayed Perspectives
Perspectives
Image
Browse...
Image Alignment
Left
Basic Search Keywords
Author
SBUTLER
Enable Item Check-Out
Hide Item

Document Collaboration

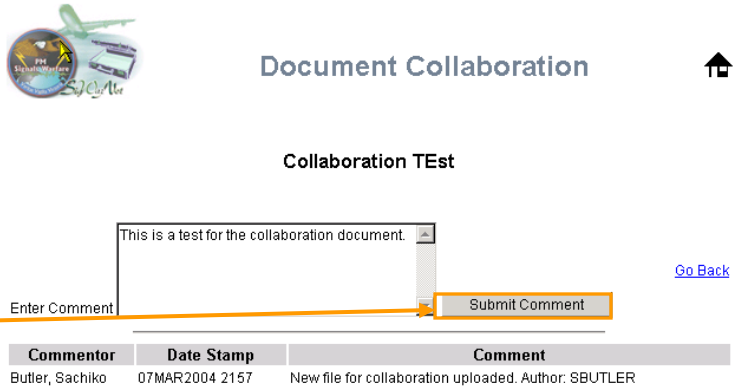
Let's say you want to collaborate on a document with another SigWarNet user. You can add a collaboration document which allows other users to comment on your document.



1. In Folder View click ***Add Item***.
2. In the ***Add Item Wizard*** select ***Collaboration Document*** from the Item Type drop-down menu.
3. Click ***Next***.
4. Complete the rest of the wizard. Click ***Finish***.



5. The folder will display the collaboration document wit he following icon:
6. Click the icon to enter the ***Document Collaboration*** screen.
7. Enter a comment. Click ***Submit Comment***
8. The comment you entered will appear the next time you click the document collaboration icon.



Creating Sub-Folders in Folders View:

To Create a Sub-Folder, just enter the Folders View. If you have the right to add folders, the Create Folder link will be available.

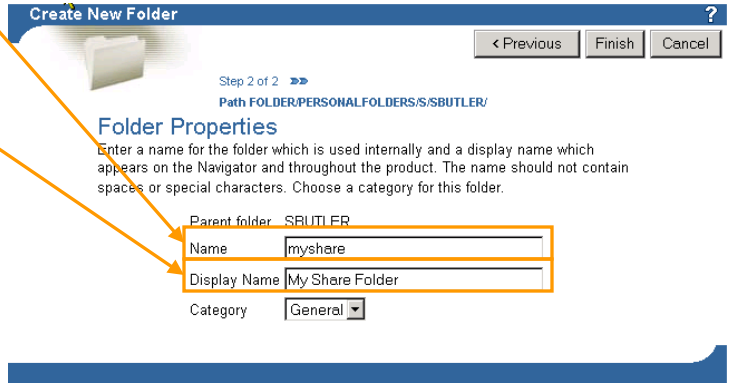
Folder: SBUTLER
View folder
Add item | Create Folder | Folder Properties | Folder Style | Item Bulk Action | Administration
SBUTLER
personal folder (Last Updated: 07-MAR-2004)
Sub-folders
SigWarNet Dollars
General
Expired Sachiko Butler's Jan04 Monthly Report
Sachiko Butler's Jan04 Monthly Report for SigWarNet Training

1. Click ***Create Folder***.
2. The Create New Folder Wizard will appear.
3. Under Folder Type, choose the default-***Container***.
4.

Create New Folder
Next >
Cancel
Step 1 of 2
Path FOLDER/PERSONALFOLDERS/S/SBUTLER/
Folder Type
Choose a folder type to add to the content area. This list includes the four base types, as well as any custom folder types that were created by your content area administrator.
Folder Type
Container

5. ***Name*** the Folder. Note: This is the name for the *system* to use as an identifier. Not for "humans". The name must be unique, is limited to 60 characters and can contain only alphanumeric characters (A-Z, a-z, 0-9) and the underscore (_) character. Do not use spaces or other special characters.

6. Enter the ***Display Name***. Note: This is the "*human*" name. The name must be unique within the content area, and is limited to 60 characters. Any character is allowed including spaces, punctuation, and special characters.

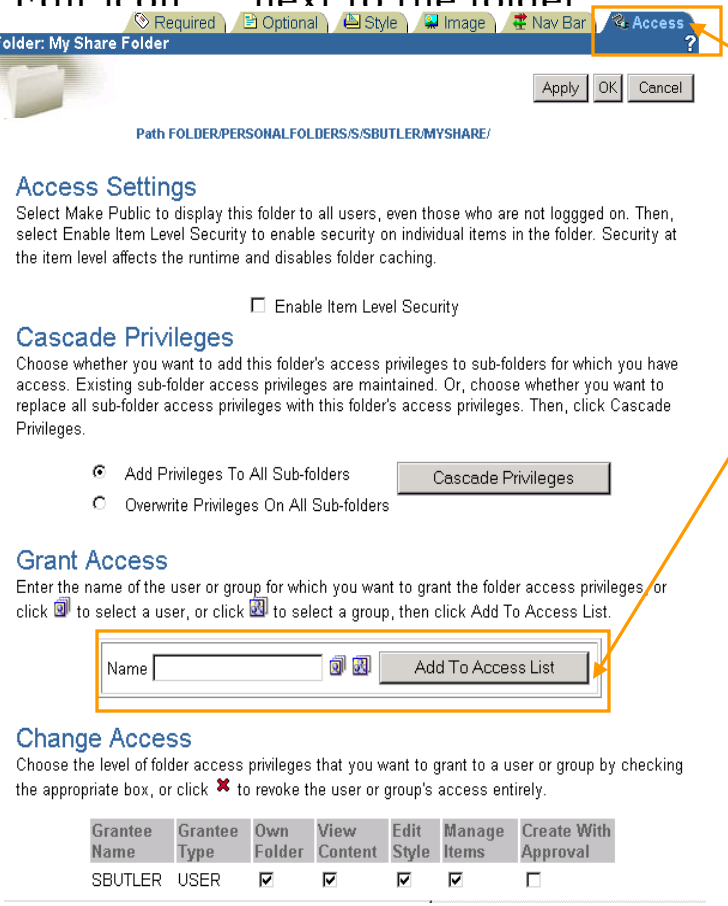

Create New Folder
< Previous
Finish
Cancel
Step 2 of 2
Path FOLDER/PERSONALFOLDERS/S/SBUTLER/
Folder Properties
Enter a name for the folder which is used internally and a display name which appears on the Navigator and throughout the product. The name should not contain spaces or special characters. Choose a category for this folder.
Parent folder: SBUTLER
Name
myshare
Display Name
My Share Folder
Category
General

7. Click ***Finish***.
8.

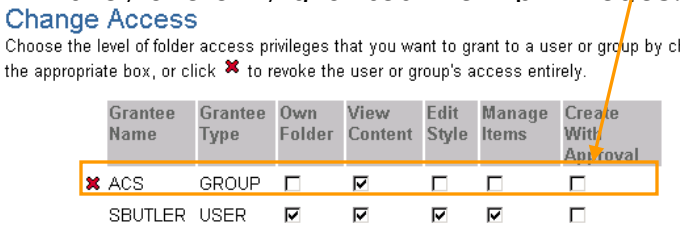
der View and
d in the Sub-

Folder Properties- Access Control List

Let's say you want to share items in the sub-folder that you just created. To do so you must set the Access Control List properties for that folder. There are a couple of ways to do this: 1) Enter the folder view of the fold and click ***Folder Properties*** 2) Click the Edit icon next to the folder


Required
Optional
Style
Image
Nav Bar
Access
Edit Folder: My Share Folder
Apply
OK
Cancel
Path FOLDER/PERSONALFOLDERS/S/SBUTLER/MYSHARE/
Access Settings
Select Make Public to display this folder to all users, even those who are not loggged on. Then, select Enable Item Level Security to enable security on individual items in the folder. Security at the item level affects the runtime and disables folder caching.
Enable Item Level Security
Cascade Privileges
Choose whether you want to add this folder's access privileges to sub-folders for which you have access. Existing sub-folder access privileges are maintained. Or, choose whether you want to replace all sub-folder access privileges with this folder's access privileges. Then, click Cascade Privileges.
Add Privileges To All Sub-folders
Overwrite Privileges On All Sub-folders
Cascade Privileges
Grant Access
Enter the name of the user or group for which you want to grant the folder access privileges, or click to select a user, or click to select a group, then click Add To Access List.
Name
Add To Access List
Change Access
Choose the level of folder access privileges that you want to grant to a user or group by checking the appropriate box, or click to revoke the user or group's access entirely.
Grantee Name
Grantee Type
Own Folder
View Content
Edit Style
Manage Items
Create With Approval
SBUTLER USER

1. Click the ***Access*** tab.
2. Under ***Grant Access*** enter the name of the user or group for which you want to grant access to the folder. If you don't know the name off hand you can look it up by clicking the user or group icons, then click Add to Access List.
3. The ***Change Access*** area will update to show the user or group you have selected. You may click the red x to delete that user or group. By default they are only granted view privileges.
4.


Change Access
Choose the level of folder access privileges that you want to grant to a user or group by checking the appropriate box, or click to revoke the user or group's access entirely.
Grantee Name
Grantee Type
Own Folder
View Content
Edit Style
Manage Items
Create With Approval
ACS GROUP
SBUTLER USER

Item Bulk Action

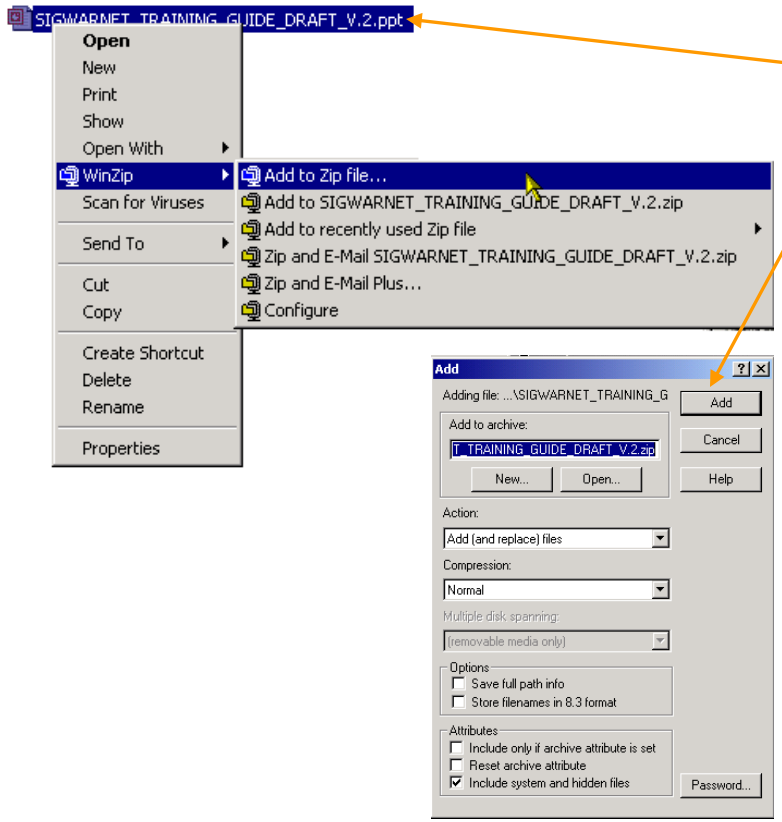
Let's say you want to modify multiple items in a folder. You can delete, move, copy or modify the attributes of multiple items in a folder by clicking the ***Item Bulk Action*** link in Folder View.

Bulk Action: Items
Close
To delete, move, or copy multiple items, first select the check boxes next to the items. (To select all items, select the check box next to the Display Name column heading.) Next, click the Browse Folders icon to select a destination folder (for move or copy), then click Delete, Move To, or Copy To. To set attributes for items, select the check boxes next to the items, and click Set Attributes.
Delete | Move To | Copy To | Attributes
1 - 9 of
Display Name
Path
Create Dat
Sachiko Butler's Jan04 Monthly Report FOLDER/PERSONALFOLDERS/S/SBUTLER/ 11-FEB-04
View... FOLDER/PERSONALFOLDERS/S/SBUTLER/ 11-FEB-04
View... FOLDER/PERSONALFOLDERS/S/SBUTLER/ 11-FEB-04
SigWarNet_TRAINING REQUIREMENTS SPECIFICATION.zip FOLDER/PERSONALFOLDERS/S/SBUTLER/ 01-MAR-04
View... FOLDER/PERSONALFOLDERS/S/SBUTLER/ 11-FEB-04
SigWarNet Training Notes: Contacts/Phone Numbers FOLDER/PERSONALFOLDERS/S/SBUTLER/ 02-MAR-04
Training Script FOLDER/PERSONALFOLDERS/S/SBUTLER/ 02-MAR-04
Training Script Check-Out test FOLDER/PERSONALFOLDERS/S/SBUTLER/ 02-MAR-04
SigWarNet User Training Guide FOLDER/PERSONALFOLDERS/S/SBUTLER/ 02-MAR-04
1 - 9 of
Delete | Move To | Copy To | Attributes

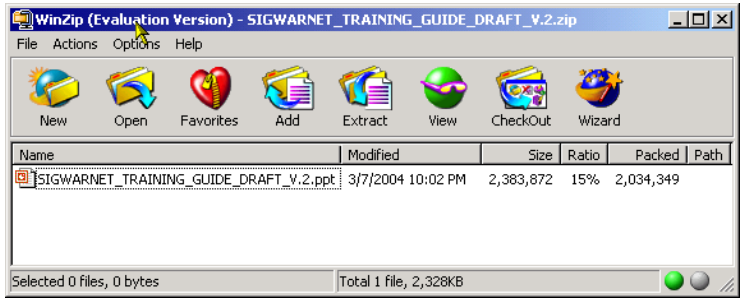
1. In Folder View click ***Item Bulk Action***.
2. The Bulk Action: Items screen appears. Select the items that you want to take action on.
3. Select one of the action links above.
4. Click ***Close***.

Creating Zip Files

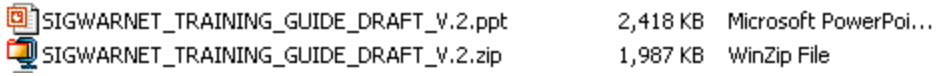
Let's say you want to upload a very large file or multiple files in a folder. This can be a problem if you are on a network that is slow. To make large amounts of data smaller and faster to upload- ZIP it! When you zip most files you will notice a size difference.



1. Find a file or folder you want to zip.
2. ***Right-click*** the item. On the context menu select ***WinZip*** and on it's submenu select ***Add to Zip file...***.
3. The Add window will appear. Click **Add**.
4. Winzip will zip the file. When it is done you will see the .zip file in your folder.

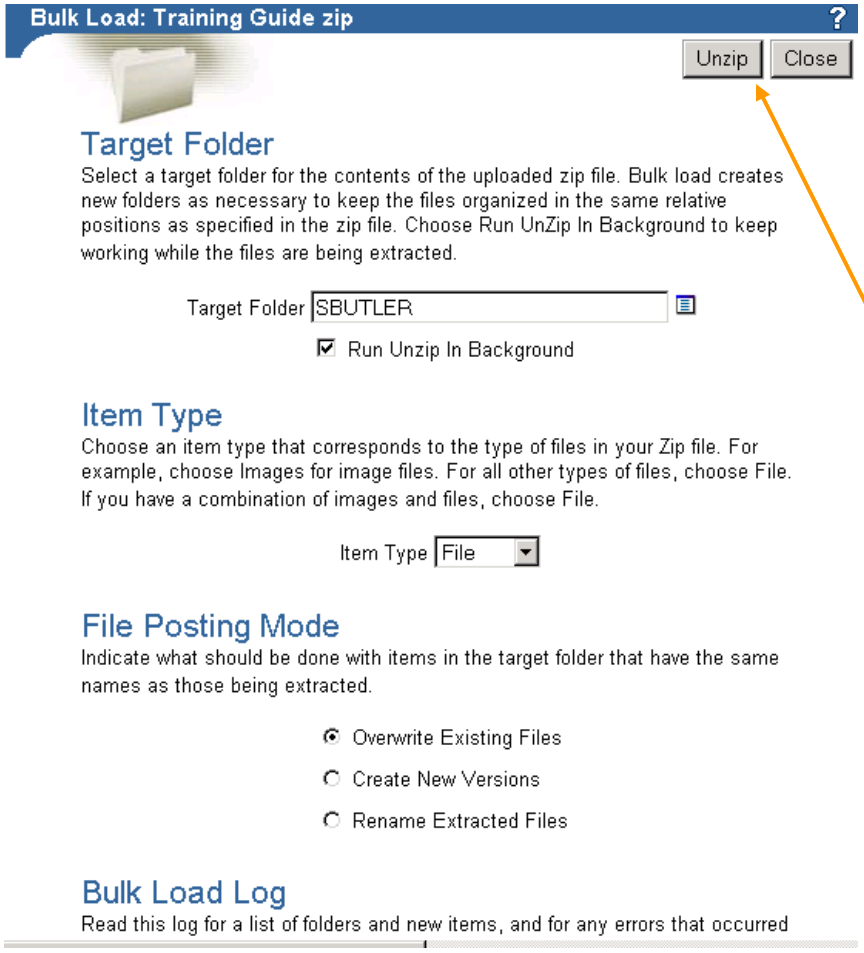

WinZip (Evaluation Version) - SIGWARNET_TRAINING_GUIDE_DRAFT_V.2.zip
File Actions Options Help
New Open Favorites Add Extract View CheckOut Wizard
Name Modified Size Ratio Packed Path
SIGWARNET_TRAINING_GUIDE_DRAFT_V.2.ppt 3/7/2004 10:02 PM 2,383,872 15% 2,034,349
Selected 0 files, 0 bytes
Total 1 file, 2,328KB

Compare the difference in file sizes between the regular file and the zip file.

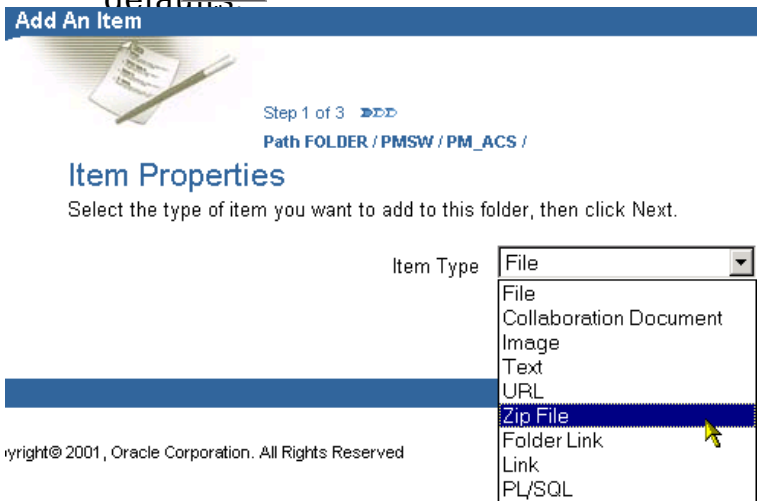

SIGWARNET_TRAINING_GUIDE_DRAFT_V.2.ppt 2,418 KB Microsoft PowerPoi...
SIGWARNET_TRAINING_GUIDE_DRAFT_V.2.zip 1,987 KB WinZip File

Uploading and Unzipping Zip Files

Now that you have a zipped file you can add it to your folder using the Add Item Wizard.

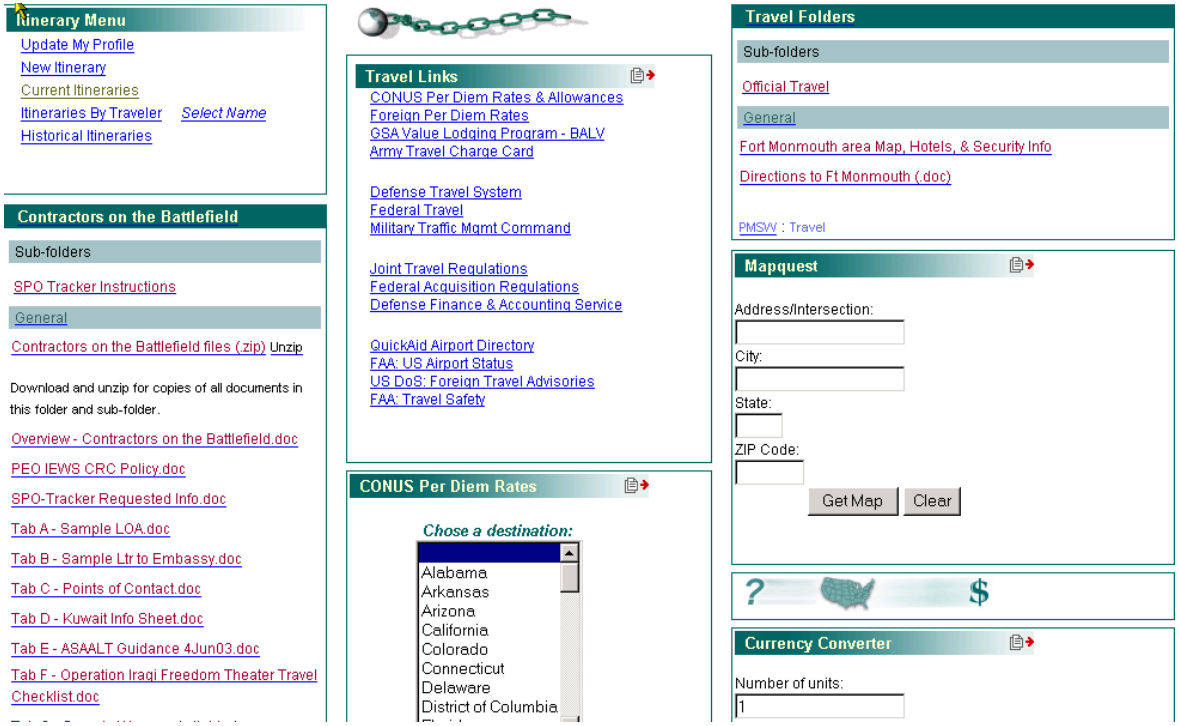

Bulk Load: Training Guide zip
Unzip
Close
Target Folder
Select a target folder for the contents of the uploaded zip file. Bulk load creates new folders as necessary to keep the files organized in the same relative positions as specified in the zip file. Choose Run UnZip In Background to keep working while the files are being extracted.
Target Folder SBUTLER
Run Unzip In Background
Item Type
Choose an item type that corresponds to the type of files in your Zip file. For example, choose Images for image files. For all other types of files, choose File. If you have a combination of images and files, choose File.
Item Type File
File Posting Mode
Indicate what should be done with items in the target folder that have the same names as those being extracted.
Overwrite Existing Files
Create New Versions
Rename Extracted Files
Bulk Load Log
Read this log for a list of folders and new items, and for any errors that occurred

1. Go to the folder view and click **Add Item**.
2. In the Add Item Wizard select ***Zip File*** on the Item Type drop-down menu.
3. Complete the rest of the wizard.
4. The Zipped Training Guide zip NEW Unzip **Unzip** link beside it.
5. Click **Unzip** to begin unzipping the file into the folder on the portal. Keep the defaults.



SigWarNet Tabs- Travel

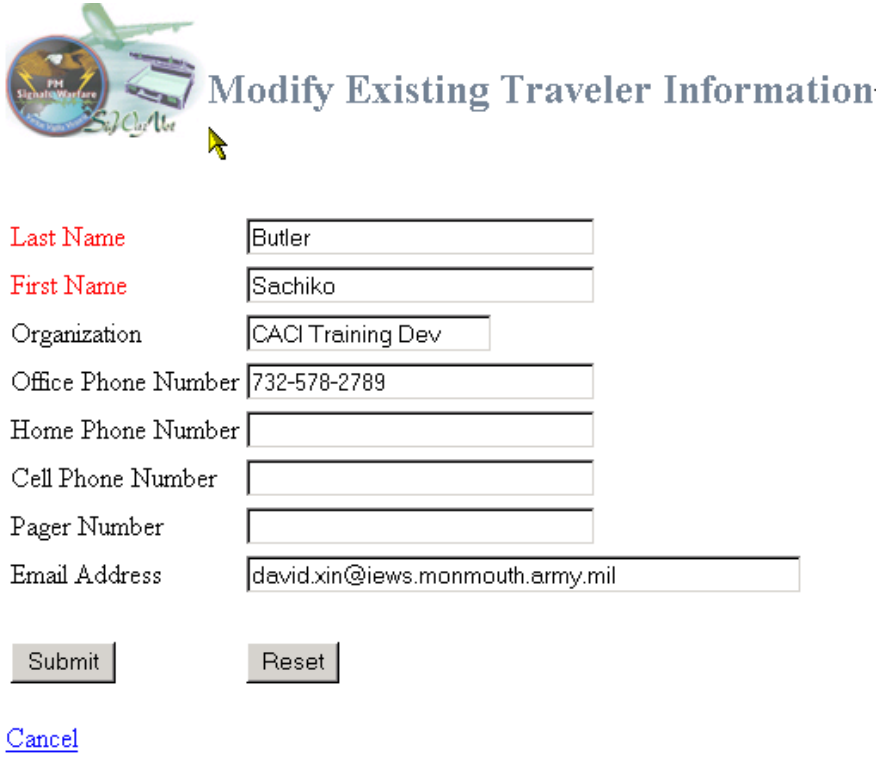
- Update My Profile
- New Itinerary
- Current Itineraries
- Itineraries by Traveler
- Historical Itineraries
- Contractors on the Battlefield
- Travel Links
- Conus Per Diem Rates
- Travel Folders
- Mapquest
- Currency Converter



Itinerary Menu- Modify Existing Traveler Inform

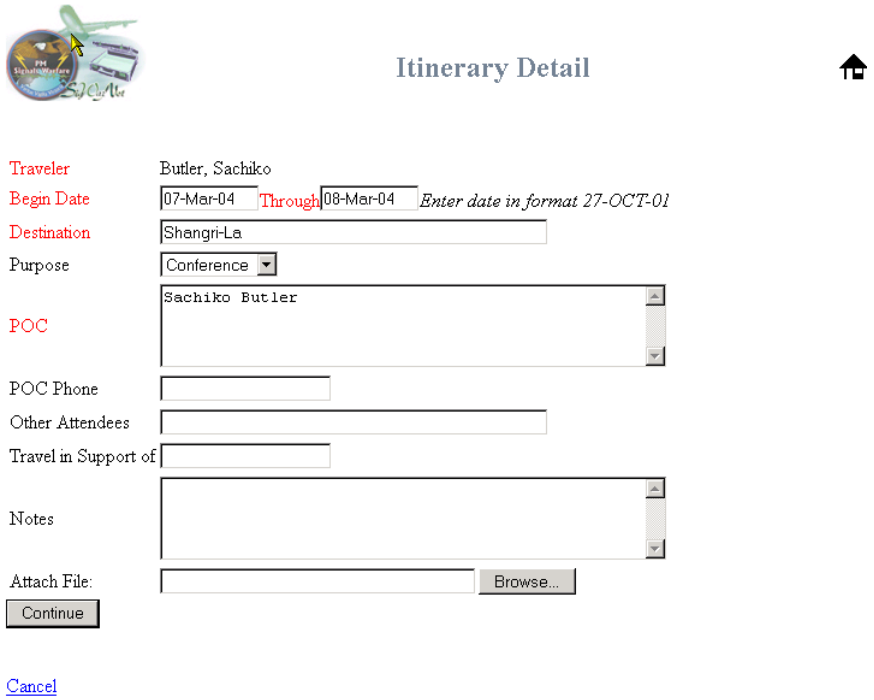
The itinerary menu lets you add your itinerary and modify it so that you and your teammates can keep track of travel information.

Make sure your travel profile is current by clicking **Update My Profile**. You can enter your information here.

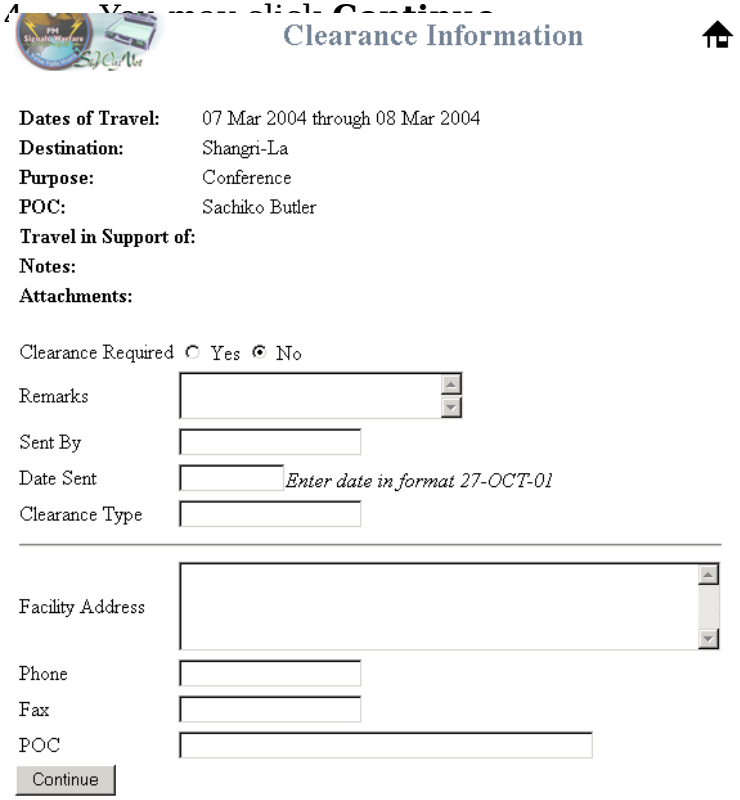


Itinerary Menu- New Itinerary Detail and Clearance Info

You can enter a New Itinerary by clicking the **New Itinerary** link. All RED fields are required. You can get around filling out the entire form if you have a file from the travel agent. Then you can attach the file. In that case, you only have to fill out the RED fields



1. Fill out the Itinerary Detail.
2. Click **Continue**.
3. The Clearance Information screen appears.
4. You may click **Continue**



Itinerary Menu- New Itinerary- Access Control L

Select who else should be able to read or be notified of your itinerary. Only those with the .mil email can get notification.

Access Control List

Admin Support & Managers are able to view all itineraries. Your Admin Support will receive notification of this itinerary.
Select up to 6 other travelers to view this itinerary and/or receive notification of it.

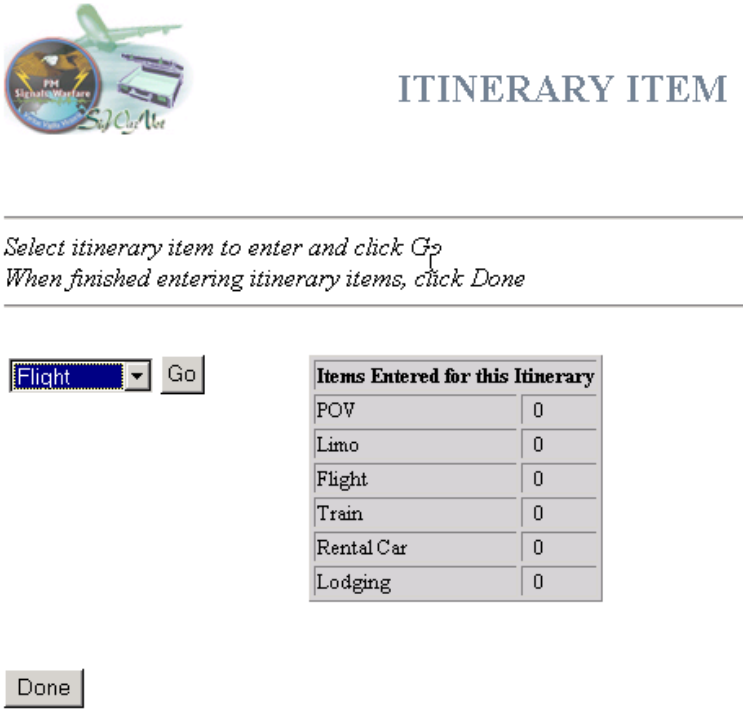
Dates of Travel: 07 Mar 2004 through 08 Mar 2004
Destination: Shangri-La
Purpose: Conference
POC: Sachiko Butler
Travel in Support of:
Notes:
Attachments:

		Read	Notify
Traveler:	Sachiko Butler	☑	☐
Admin Support:	Sheri Moreau	☑	☑
Manager:	Manager not specified in traveler's profile.	☑	☐
Other:	Xin, David	☑	☐
Other:	— Select Traveler —	☐	☐
Other:	— Select Traveler —	☐	☐

If entering an itinerary for another traveler, notify the traveler by checking this box.

Itinerary Menu- New Itinerary- Itinerary Item

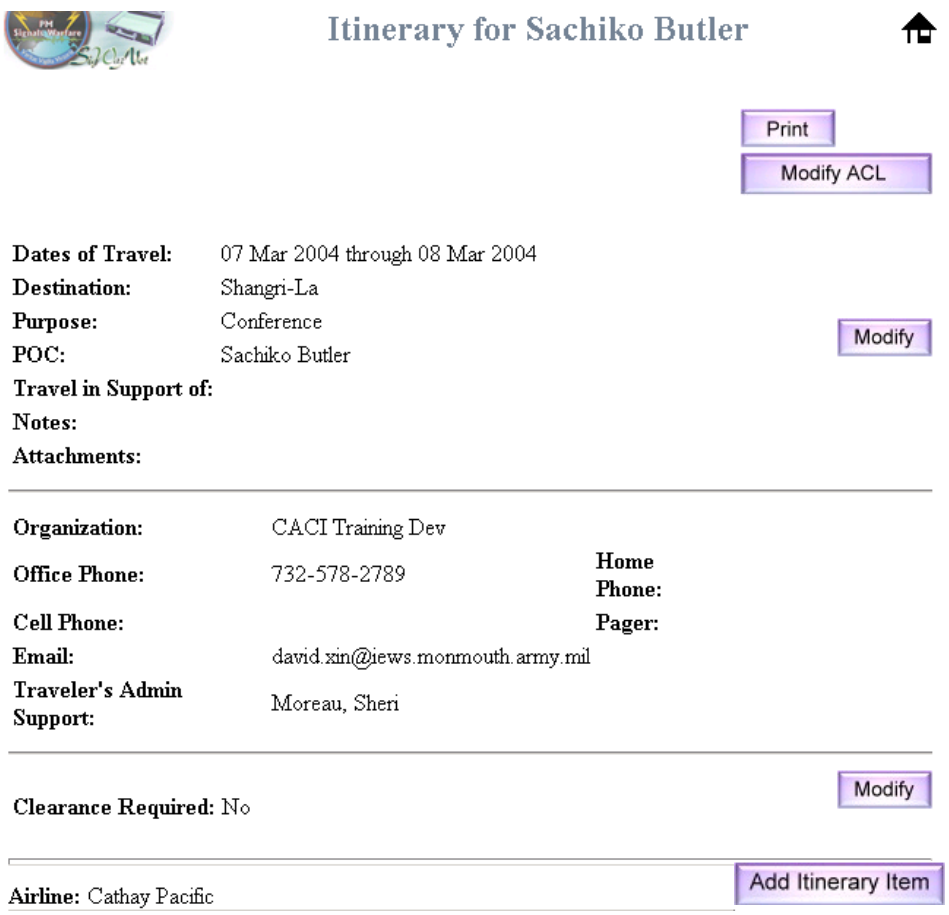
Select an Itinerary Item to add. You choices are POV, Limo, Flight, Train, Rental Car and Lodging. You can add more later.



ADD FLIGHT INFORMATION
Enter each flight segment and click Submit.
Click Done when finished entering flight segments.
Dates of Travel: 07 Mar 2004 through 08 Mar 2004
Destination: Shangri-La
Purpose: Conference
POC: Sachiko Butler
Travel in Support of:
Notes:
Attachments:
Airline Cathay Pacific - OR - Cathay Pacific Select or Enter New
Flight Number 007
Departure Location Newark
Departure Date 07-MAR-04 Enter dates in format 27-OCT-01
Departure Time 17:15 Enter times in format 17:30
Arrival Location Shangri-La
Arrival Date 07-Mar-04
Arrival Time 17:16
Confirmation Number
E-Ticket Number

Itinerary Menu- New Itinerary- Itinerary Confirm

When you are done you will view the confirmation screen. From here you may Print the confirmation, Modify the Access Control List, Make additional changes, Add more items or click the home button on the top right corner to return to the travel tab.



Support

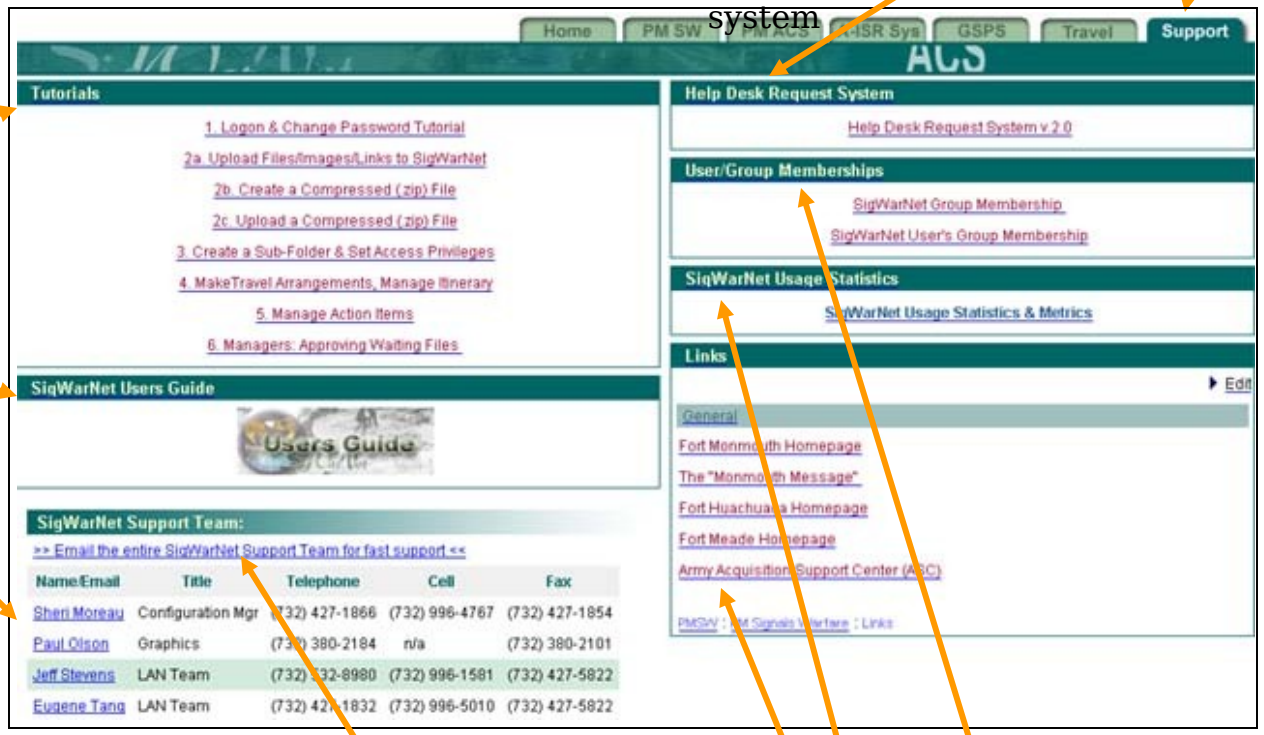
- Tutorials
- SigWarNet Users Guide
- SigWarNet Support Team
- Help Desk Request System
- User/Group Memberships
- SigWarNet Usage Statistics
- Links

Support Tab Features:

The SigWarNet Support tab contains links to many useful tools. Feel free to click around in this page to see what is available. In particular, please take the time to work through the tutorials to increase your efficiency!!

Support tab

• Help Desk Ticket system



• Short, online tutorials

• User's Guide

Contact info for individual SigWarNet and LAN admin team members.

Email the entire SigWarNet Help Desk Team at once:
Admin.SigWarNet@iews.monmouth.army.mil

• User/Group Memberships

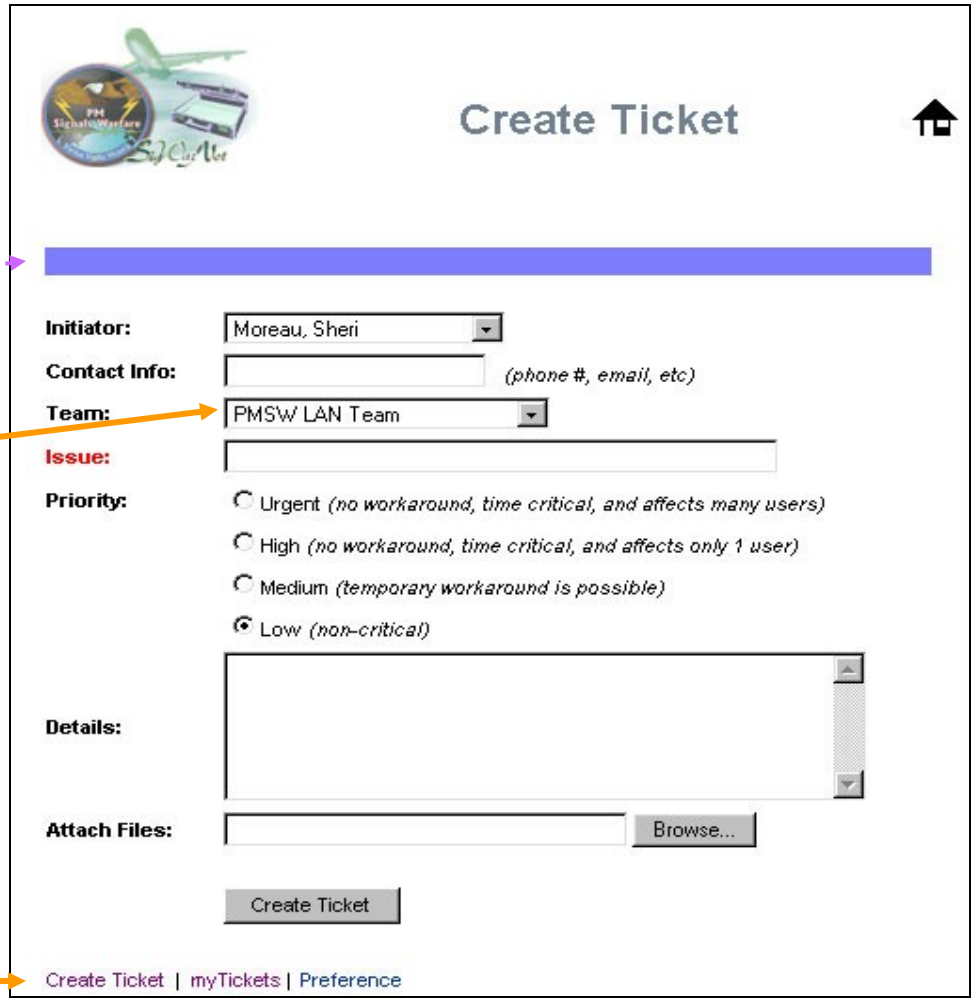
• Usage Statistics

• Links

Support - Help Desk Request System:

The Help Desk Request System (found under the Support Tab) is used to prioritize and track trouble-shooting needs, to report problems with the PM SW LAN or SigWarNet, and to make suggestions for improvements.

Click on the Help Desk Request System link to bring up the



- When filling out the Create Ticket form, select the team you think should address your particular issue. Once your ticket has been submitted, it will be assigned to a team-member. You will receive email-notification as your ticket is acted upon, **unless**:
  - You do not have an iews.monmouth.army.mil address. Non-iews SigWarNet members must monitor their tickets using the myTickets link; or,
  - You modify your Preferences to not receive email.
- Use these links to navigate within the Help Desk system, monitor your ticket's progress, and manage your email notification Preferences

Support - SigWarNet Usage Metrics:

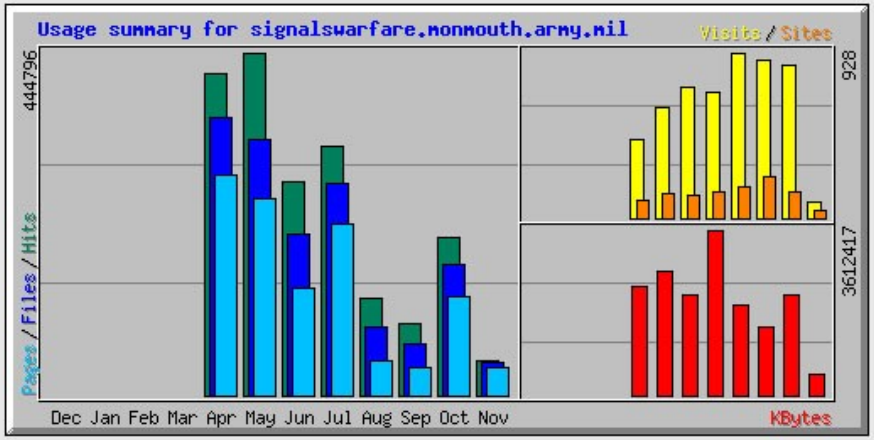
The SigWarNet Usage Stastics portlet (found under the Support Tab) contains an overview of portal usage figures by month. A detailed breakout of metrics within each month is also a

Click on the Usage Statistics link to bring up the Usage Overview page.

Click on the Month to bring up detailed Metrics.

Usage Statistics for signalswarfare.monmouth.army.mil

Summary Period: Last 12 Months
Generated 06-Nov-2003 04:00



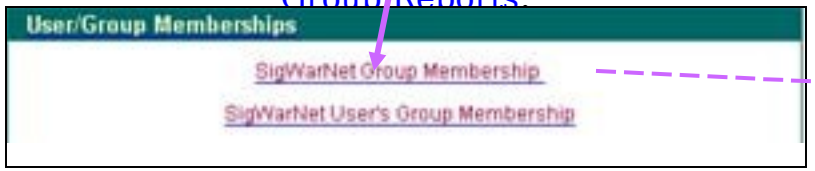
Summary by Month

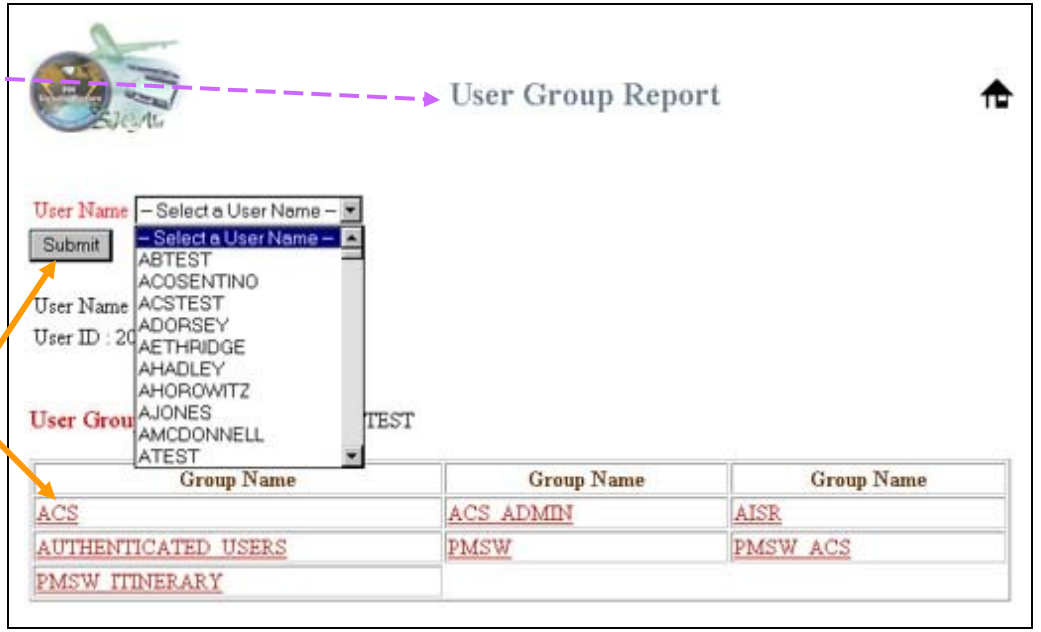
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Nov 2003	7665	7005	6024	15	44	446277	90	36146	42031	45994
Oct 2003	6638	5511	4126	27	143	2179496	857	127908	170871	205779
Sep 2003	3076	2224	1229	29	233	1486485	884	36872	66748	92298
Aug 2003	4081	2856	1427	29	172	1967165	928	44254	88563	126528
Jul 2003	10443	8897	7187	22	145	3612417	705	222817	275810	323748
Jun 2003	9221	6948	4670	24	131	2177956	736	140101	208452	276631
May 2003	14348	10725	8238	20	142	2712743	620	255400	332495	444796

Support – User and Group Memberships:

The User/Group Memberships portlet (found under the Support Tab) has two options. The first option, SigWarNet Group Membership, is used to search on and select a Group and then bring up a list of all members of that Group. The second option, SigWarNet User's Group Membership, is used to search and select an individual user, and then view a list of all Groups that individual is a member of.

Click on the Group Membership or User's Group links to bring up the Group Reports.





- The User's Group Membership has a dropdown list of users, while the SigWarNet Group Membership link allows the user to select from a dropdown list of the Groups associated with SigWarNet Access Control.
- In either case, once a User or Group has been selected, press the Submit button to produce a report table of either the groups associated with a user, or the users associated with a group.
- Clicking on a User or Group listed in the report table will take you to a new report table for that User or Group. For instance, clicking on PMSW will show you the User Group Report for PMSW (e.g.: a listing of all users in the PMSW Group), while clicking on

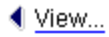
Icon Guide

At any time you can discover what an icon is useful for by resting your pointer over it. That is also known as a “mouse over”.

Results will open in a new browser window.

New Item- This appears next to a new item until

Edit- If you don’t see Edit, then they don’t have the right to add to that folder



View

Property Sheet- a quick way to display folder or item information

Document Collaboration- this is a collaboration document and your team can add comments to it.

Review Questions

True or False:

1. SigWarNet is a Secure, Classified, Web-based system.
2. SigWarNet can be accessed any time and any place an Internet connection is available.
3. Authorized SigWarNet personnel include: project managers, coordinators, customers, employees, subcontractors, and support staff.
4. Most likely, after you ADD an ITEM it will be listed in the Items awaiting approval region of the portlet. While it is there it is only visible to you.
5. To edit an Action Item you click on the Edit link.
6. The Access Control List lets you control which users and/or groups can perform actions in a folder.

Review Questions- cont'd

Fill in the Blanks:

1. Who Can Access **SigWarNet**?
2. SigWarNet is a tool for
3. In the Account Info/ Preferences area what **DO you NOT CHANGE?**
4. How do you view a folder?
5. How do you know when you can add an item to a folder?
6. How do you create a collaboration document?
7. What can you do with a collaboration document?
8. How do you create a zip file?
9. Why would you create a zip file?
10. When filling out the itinerary details, what color are all the required fields?

Thank You!

This marks the completion of SigWarNet training.

Thank you for your participation.

Please take a moment to complete and hand in the Training Evaluation form provided. As always, feel free to call or email the SigWarNet trainer if you have any questions regarding SigWarNet.

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